

LIAISON MEMORANDUM NUMBER 10-09

To: Agency Liaison and Payroll Officers

From: Cindy Rougeou
Executive Director

Re: June 30, 2010, Fiscal Year End Close

Date: May 14, 2010

As a reminder, the Employer Contribution Rate will change to 22 percent for the upcoming fiscal year, beginning July 1, 2010. Please ensure that these rates are updated by your agency for the 2010-2011 reporting period. Also, please remember that, in accordance with Louisiana Revised Statute 11:531B (1), all monthly reports and remittances are **due within 15 days after the close of each calendar month.**

With the current fiscal year coming to a close, it is especially important for your agency to submit the **June 30, 2010**, payment with your contribution file by the **July 15, 2010**, deadline. If your agency reports via Employer Self Service (ESS), your payment will need to be received prior to July 15, 2010. Payments and transmissions not submitted in a timely manner will be considered delinquent.

Please distribute this information to the appropriate person(s) within your agency to ensure that contributions are submitted by the deadline. If you have difficulty meeting this deadline or have any questions, please contact Jennifer Tetzl at 225.922.0405 or Charles Stewart at 225.922.0123.

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