

**LIAISON MEMORANDUM
NUMBER 20-11**

To: Agency Liaison and Payroll Officers
From: Cindy Rougeou, LASERS Executive Director
Re: December 31, 2020 Calendar Year-End Close
Date: December 1, 2020

In preparation for the issuing of annual member statements, it is important that all agencies report 2020 earnings and contributions, with required contribution payments, by January 15, 2021. This is critical for member statements to be accurate and timely.

In accordance with La. R.S. 11:531B (1), all monthly reports and remittances are due within 15 days after the close of each calendar month. Any payment and/or report received after the 15th will be considered delinquent. While it is extremely important for your agency to report timely every month, it is even more critical at year-end. Without all earnings and contributions reported, the agency member(s) will receive incomplete and/or inaccurate annual statements, which can impact retirement calculations.

LASERS encourages you to visit our website at <https://lasersonline.org/> where you can receive up-to-date news, subscribe to receive Liaison Memoranda via email, and access numerous publications including current and archived Liaison Memoranda. Agencies can also log in to [Employer Self-Service](#) to update their agency contact information.

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 should you have questions concerning LASERS Employer Self-Service, please contact Mona Joseph at 225.922.0123 or Amanda Kimble at 225.922.0521.

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Cindy Rougeou, Executive Director