

**Liaison Memorandum  
Number 23-10**

**To:** Agency Liaison and Payroll Officers

**From:** Trey Boudreaux  
Executive Director

**Re:** December 31, 2023 Year-End Close

**Date:** December 05, 2023

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**In preparation for the issuing of Annual Member Statements, it is important that all agencies report 2023 earnings and contributions, with required contribution payments, by January 15, 2024.** 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 in a timely manner 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 [www.lasersonline.org](http://www.lasersonline.org) where you can see our latest news, sign up 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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