

**LIAISON MEMORANDUM
NUMBER 25-09**

To: Agency Liaison and Payroll Officers
From: Trey Boudreaux
Executive Director
Re: December 31, 2025, Year-End Close
Date: December 3, 2025

In preparation for the issuing of Annual Member Statements, it is important that all agencies report 2025 earnings and contributions, with required contribution payments, by January 15, 2026. 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 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 Kelly Leggette at 225.925.7188 or Myia Knighten at 225.376.2307.

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