

# Self Insured Professional Organization Calendar

Month	Date	Event
July	1	First installment due on client employer
	31	<b>(2nd Quarter Client review due)</b>
October	31	3rd Quarter PEO Client review due
November	1	<b>PEO Registration Renewals sent to currently registered PEO employers</b>
December	31	<b>PEO registration due</b>
January	31	<b>4th Quarter PEO Client review due</b>
April	30	<b>1st Quarter PEO Client Review due</b>
May	1	EAP Letters mailed to client employers for upcoming year (7-1)
	15	Last date client employer can change installment plan for upcoming year (7-1)



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## *Client employer installment schedule\**

<b>One-pay plan      100% due</b>	
<b>Bill date</b>	<b>Coverage period</b>
June 1	Full year

<b>Two-pay plan      50% due each payment</b>	
<b>Bill date</b>	<b>Coverage period</b>
June 1	July - December
Dec. 1	January - June

<b>Four-pay plan      25% due each payment</b>	
<b>Bill date</b>	<b>Coverage period</b>
June 1	July - September
Sept. 1	October - December
Dec. 1	January - March
March 1	April - June

<b>Six-pay plan      Five at 16.66 %, one at 16.7%</b>	
<b>Bill date</b>	<b>Coverage period</b>
June 1	July - August
Aug. 1	September - October
Oct. 1	November - December
Dec. 1	January - February
Feb. 1	March - April
April 1	May - June

<b>12-pay plan      11 at 8.33%, one at 8.37%</b>	
<b>Bill date</b>	<b>Coverage period</b>
June 1	July
July 1	August
Aug. 1	September
Sept. 1	October
Oct. 1	November
Nov. 1	December
Dec. 1	January
Jan. 1	February
Feb. 1	March
March 1	April
April 1	May
May 1	June



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