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**From:** Lena Young-Gallardo  
**Sent:** Tuesday, January 3, 2023 10:33 AM  
**To:** BSD-CBO List; BSD-FinMgrsMeet List; Newpy List  
**Cc:** BSD-ExecutiveStaffList; DFS PRCompliance e-List  
**Subject:** Reminder: State Unemployment Insurance (SUI) Report Due for 4th Quarter 2022  
**Attachments:** SUI Memo 4th Quarter 2022.pdf

Good morning,

Your district's 4<sup>th</sup> Quarter State Unemployment Insurance (SUI) is due to District Financial Services by Friday, January 13, 2023. Please see the attached bulletin for additional information.

Thanks,  
Lena



*Transforming lives through education*

**Lena Young-Gallardo, Director**

**District Financial Services**

San Bernardino County Superintendent of Schools

760 E. Brier Drive, San Bernardino, CA 92408

P: 909.388.5701 | F: 909.388.5735

<http://www.sbcscs.k12.ca.us>

DATE: January 3, 2023

TO: Directors of Fiscal Services and Payroll Staff  
San Bernardino County School Districts (K-12, Community Colleges, ROP's)

**SUBJECT: Reminder– State Unemployment Insurance (SUI) Report Due for 4th Quarter 2022**

**This bulletin will serve as a reminder that your district's SUI prelist is due to District Financial Services by Friday, January 13, 2023.**

The documents needed are the SUI prelist, accounts payable transmittal and a copy of State Form DE9423. Be sure to check the box on Form DE9423 indicating that the DE9C is reported on magnetic tape. If the payment is not selected for audit, you will still need to scan the required documents as though it had been selected for audit.

Please email all SUI documents and any questions to our Payroll Compliance Unit at:  
[DFS.PRCCompliance@sbcss.net](mailto:DFS.PRCCompliance@sbcss.net)

Thanks for your cooperation!

Sincerely,

Ted Alejandre  
County Superintendent of Schools

*Signed Lena Young-Gallardo*

Lena Young-Gallardo, Director  
District Financial Services

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