

## **Submitting Contribution Summary Instructions**

To avoid a late reporting penalty, please submit Contribution Summary Instruction (CSI) on ORBIT by **4:30PM** on the dates shown below.

### **2009 Schedule**

<b><u>CSI for month of:</u></b>	<b><u>Last date for submitting CSI</u></b>
July	Thursday, August 6
August	Friday, September 4
September	Tuesday, October 6
October	Thursday, November 5
November	Friday, December 4
December	Thursday, January 7, 2010

### **2010 Schedule**

<b><u>CSI for month of:</u></b>	<b><u>Last date for submitting CSI</u></b>
January	Thursday, February 4
February	Thursday, March 4
March	Wednesday, April 7
April	Thursday, May 6
May	Friday, June 4
June	Wednesday, July 7
July	Thursday, August 5
August	Tuesday, September 7
September	Wednesday, October 6
October	Thursday, November 4
November	Monday, December 6