

## **November**

2025/12/06 13:30 i November

2025/12/06 13:30 ii November

## **Table of Contents**

| November | • | 1 |
|----------|---|---|
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## **November**

| From August Year-End Doc —→  |  |
|--|--|
| ☐ Complete the fall PEIMS submission.  |  |
| <ul> <li>Once the final file is submitted, be sure to review all final reports to ensure that you have an<br/>have accurate record of submission.</li> </ul> |  |
| ☐ Order W-2 and 1099 tax forms if needed.  |  |
| ☐ Complete the Transportation Operations report. (Due Dec 1)   |  |

2025/12/06 13:30 1 November



## **Back Cover**