



## 2017 HOLIDAY CLOSING SCHEDULE

Date	Item	Advantage Office	Banks	Courier Service
January 1, 2017	New Year's Holiday	CLOSED	CLOSED	NONE
January 16, 2017	Martin Luther King Jr. Day	OPEN	CLOSED	YES
February 12, 2017	President's Day	OPEN	CLOSED	YES
April 17, 2017	Patriot's Day	OPEN	Some closed in MA	YES
May 29, 2017	Memorial Day	CLOSED	CLOSED	NONE
July 4, 2017	Independence Day	CLOSED	CLOSED	NONE
September 4, 2017	Labor Day	CLOSED	CLOSED	NONE
October 09, 2017	Columbus Day	CLOSED	CLOSED	NONE
November 11, 2017	Veteran's Day	OPEN	CLOSED	YES
<b>November 22, 2017</b>	<b>Thanksgiving Cut Off</b>	<b>OPEN Until noon ***** ** 11 AM ** ** Cut Off ** *****</b>	<b>OPEN</b>	<b>YES</b>
November 23, 2017	Thanksgiving Day	CLOSED	CLOSED	NONE
November 24, 2017	Thanksgiving Break	CLOSED	OPEN	YES
December 25, 2017	Christmas Break	CLOSED	CLOSED	NONE

**Please Note:**

**Information to be included in 2017 W-2's and/or 1099's must be received in our office prior to 11:00 am Friday, 12/29/2017.**

Any changes submitted *after* that time will require amendments and/or corrections. Additional fees will apply. Please plan ahead and contact your CPA's, Group Term Life and Third Party Sick providers to supply information to be included in your employee's W-2's early enough to avoid corrections and delays.