



## **Christmas & New Year's HOLIDAY CLOSING NOTICE**

Our office will be **CLOSED** on **Monday, December 25<sup>th</sup>** in observance of the Christmas Holiday.

We will also **CLOSE** on **Monday, January 1<sup>st</sup>** in observance of the New Year's Holiday.

**The cut-off for input to be included in 2017 W-2's is 1:00 pm Friday, December 29<sup>th</sup>, 2017.**

All payroll input must be completed by that time in order to ensure enough time for processing and meeting banking and delivery service deadlines.

### **DELIVERY:**

This is the busiest time of year for all delivery services, especially the U. S. Postal Service. We would be happy to change your delivery method on going *or* for any one week. Simply inform your payroll specialist of your choice *if* different from your current method.

The following options are available: Please ask your Customer Service Representative for the current rates one time or on-going.

- **UPS Next Day** – Delivered next *business* day by 12:00 noon.
- **Courier** – Delivered next *business* day by 5:00 pm.