



Holiday Payroll and Delivery Schedule

Client Name

Client Number

As the end of the year approaches, please review the dates below and help us schedule any necessary changes to ensure proper processing and delivery of our payroll during the holiday season. When making decisions regarding changes to pay dates, please consider applicable state pay frequency laws, and consult your Service Professional with any questions.

Holiday Delivery	
Call-In-Day	Delivery Day
Thursday 12/21/2023	Tuesday 12/26/2023
Friday 12/22/2023	Wednesday 12/27/2023
Thursday 12/28/2023	Tuesday 1/2/2024
Friday 12/29/2023	Wednesday 1/3/2024
On Monday 12/25/2023 and Monday 1/1/2024 Paychex and banks are closed.	

Normal Delivery	
Call-In-Day	Delivery Day
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

Saturday deliveries will incur an additional delivery fee.

Holiday Pay Schedule: Week of 12/24/2023

No Change Required Alternative Dates (complete section below)

Call-in Date

Check Date

Delivery Date

Holiday Pay Schedule: Week of 1/1/2024

No Change Required Alternative Dates (complete section below)

Call-in Date

Check Date

Delivery Date

The undersigned hereby certifies that the information in this questionnaire is correct. I certify that all answers and statements are true and correct to the best of my knowledge.

Client Authorized Representative Signature	Print Name	Date
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