

MARTIN LUTHER KING JR HOLIDAY NOTICE

**Due to the upcoming Martin Luther King Jr Birthday Holiday on January 20, 2020, banks will be closed.
GTM Payroll Services Inc. will be open on that day.**

**** BANK HOLIDAY**
YOUR DIRECT DEPOSITS AND PAYROLL FUNDING COULD BE AFFECTED**

In order to prevent a delay in the posting of the direct deposit transactions to your employees' accounts, it is very important that you review your payroll processing schedule prior to submitting your payroll. Please contact your Account Manager at 518-373-4111 or their direct line with any questions or to reschedule your payroll processing day or check date.

If your Pay Date will be:	Your Payroll must be completed by 3:30pm on:	ACH Clients - GTM will Debit your Account:	Direct Deposits Available to Employees
Monday, January 20 th	Wednesday, January 15 th	Thursday, January 16 th	Friday, January 17 th
Tuesday, January 21 st	Thursday, January 16 th	Friday, January 17 th	Tuesday, January 21 st
Wednesday, January 22 nd	Friday, January 17 th	Tuesday, January 21 st	Wednesday, January 22 nd

Please Note: Payroll may be sent by mail, UPS (call rep for fees), or you can pick-up the payroll at GTM.

Please Note: We cannot guarantee a specific delivery date for mail delivery.

GTM Payroll Services Inc., 9 Executive Park Dr, Clifton Park, NY 12065