

## **PRESIDENT'S DAY HOLIDAY NOTICE**

**Due to the upcoming President's Day Holiday on February 17, 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 Customer Service Representative at 518-373-4111 or their direct line with any questions or to reschedule your payroll processing day or check date.*

<b>If your Pay Date will be:</b>	<b>Your Payroll must be completed by 3:30pm on:</b>	<b>ACH Clients - GTM will Debit your Account:</b>	<b>Direct Deposits Available to Employees</b>
Friday, February 14 <sup>th</sup>	Wednesday, February 12 <sup>th</sup>	Thursday, February 13 <sup>th</sup>	Friday, February 14 <sup>th</sup>
Monday, February 17 <sup>th</sup>	Thursday, February 13 <sup>th</sup>	Friday, February 14 <sup>th</sup>	Tuesday, February 18 <sup>th</sup>
Tuesday, February 18 <sup>th</sup>	Thursday, February 13 <sup>th</sup>	Friday, February 14 <sup>th</sup>	Tuesday, February 18 <sup>th</sup>
Wednesday, February 19 <sup>th</sup>	Friday, February 14 <sup>th</sup>	Tuesday, February 18 <sup>th</sup>	Wednesday, February 19 <sup>th</sup>

**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