



# PAYROLL MANAGEMENT, INC.

## PROCESSING CALENDAR 2009

Thursday, January 01, 2009	Holiday- PMI closed no banking or delivery
Monday, January 19, 2009	PMI open- banks closed and limited or no delivery
Monday, February 16, 2009	PMI open- banks closed and limited or no delivery
Tuesday, March 31, 2009	<b>End of First Quarter (preparation of Quarterly)</b>
Monday, May 25, 2009	PMI open, banks closed - allow extra day for Direct Deposit- no delivery services
Saturday, May 30, 2009	<b>End of second quarter (preparation of quarterly)</b>
Friday, July 03, 2009	Holiday PMI closed as well as banks – no delivery
Monday, September 07, 2009	PMI open- banks closed and limited or no delivery
Wednesday, September 30, 2009	<b>End of Third quarter (preparation of quarterly)</b>
Monday, October 12, 2009	PMI open, banks closed - allow extra day for Direct Deposit- no delivery services
Wednesday, November 11, 2009	PMI open – banks closed / limited delivery
Thursday, November 26, 2009	Holiday PMI closed as well as banks or delivery
Friday, November 27, 2009	PMI open- USPS working- no delivery services
Friday, December 25, 2009	Holiday- PMI closed no banking or delivery
Thursday, December 31, 2009	<b>End of Fourth Quarter (preparation of Year End Quarterly and W-2's)</b>
Friday, January 01, 2010	Holiday PMI closed- no banking or delivery
Friday, January 08, 2010	Deadline for changes to Year-end and 1099's Changes handled without extra fees- <b>(Client requested changes made after the date of January 8, 2010 are made on an hourly rate of \$75)</b>