



DATA2000

2018 PAYROLL CALENDAR

JANUARY:

- CLOSED Friday, January 1st for New Year's Day.
- Federal Holiday, Monday, January 15th, Martin Luther King Jr. Day. Data 2000 will be open but banks are closed.
- Fourth quarter **2017** payroll filings, including the annual 940 report with deposit and W2's are due by January 31st.
- If you receive a FEDERAL TAX DEPOSIT REQUIREMENTS change form, please forward to Data 2000 in order to ensure the federal 941 deposits are submitted according to the correct schedule

FEBRUARY:

- Email/fax/mail your updated annual state unemployment percentage rate when received.
- Federal Holiday, Monday, February 19th, Presidents' Day. Data 2000 will be open but banks are closed

MARCH:

- March 31st is the end of the first quarter. We need your annual state unemployment percentage rate(s) in order to complete the payroll quarterly

APRIL:

- First quarter payroll filing, including the 940 deposit, is due by April 30th.

MAY:

- CLOSED Monday, May 28th, Memorial Day.

JUNE:

- June 30th is the end of the second quarter.

JULY:

- CLOSED Tuesday, July 4th, Independence Day.
- Second quarter payroll filing, including the 940 deposit, is due by July 31st.

AUGUST:

SEPTEMBER:

- CLOSED Monday, September 4th, Labor Day. September 30th is the end of the third quarter.

OCTOBER:

- Federal Holiday, Monday, October 8th - Columbus Day. Data 2000 will be open but banks are closed.
- Third quarter payroll filings, including the 940 deposit, is due by October 31st.

NOVEMBER:

- Federal Holiday, *Sunday*, November 11th, Veterans' Day. Data 2000 will be closed.
- Data 2000 is CLOSED Thursday, November 22rd, Thanksgiving **AND** Friday, November 23th.

DECEMBER:

- CLOSED Tuesday, December 25th, Christmas.
- Send all after the fact payroll information as identified in our attached year end mailing.

PER PAYROLL OR QUARTERLY:

- Send employee third party sick pay to be added to payroll.

NOTE:

- Pay dates will be changed to an earlier date to accommodate federal holidays.