



PAYROLL GUIDELINES FOR 2020

All time sheets, updates and changes must be received by noon on Monday to guarantee direct deposit processing for the Friday pay date.

All payroll documentation must be sent via email to **Payroll@ChipCapelli.com**.

For 2020, we require the following for each employee:

- Employee New Hire Checklist
- Employee New Hire Enrollment Form: Please include an email address for employees to access their records online, including W2s.
- IRS Form W4 and MA Form M4: While not legally necessary for returning employees, they are recommended in the event of a change in address, marital status or withholding amounts.
- Form I-9: Verifying an employee's legal right to work in the US.
- Proof of Social Security number.

Optional:

- Direct Deposit Form: To be reviewed and updated for all new and returning employees and must include a copy of a check or a document from the banking institution with routing and account information.

**PAYROLL CANNOT BE PROCESSED FOR ANY EMPLOYEE
WITHOUT COMPLETE PAPERWORK ON FILE.**

**ALL DOCUMENTS AVAILABLE ON OUR WEBSITE
CHIPCAPELLI.COM/PAYROLL**



2020 Banking Holidays

Wednesday Jan 1 – New Year’s Day
Monday Jan 20 – Martin Luther King, Jr. Day
Monday Feb 17 President’s Day
Monday May 25 – Memorial Day
Friday July 3 – Independence Day (observed)
Monday September 7 – Labor Day
Monday October 12 – Columbus Day
Monday November 11 – Veterans Day
Thursday November 26 - Thanksgiving
Friday December 25 – Christmas

These dates are banking holidays and no electronic payments will be processed.

- Payroll will be processed the next business day.
- Independence Day is Saturday, July 4. The holiday will be observed by banks on Friday, July 3. Direct deposits will not be posted until Monday, July 6.
- Christmas Day is Friday, December 25. Direct Deposits will not be posted until Monday, December 28.
- Please advise your employees of these changes as soon as possible.