



PAYROLL GUIDELINES 2021

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 2021, 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.

If direct deposit is requested:

- Direct Deposit Form: This must be completed/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*. If not completed (new and returning) employees will receive a paper check.

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

ALL DOCUMENTS AVAILABLE AT
CHIPCAPELLI.COM/PAYROLL



2021 Banking Holidays

Friday January 1 – New Year’s Day
Monday January 18 – Martin Luther King, Jr. Day
Monday February 15 President’s Day
Monday May 31 – Memorial Day
Monday July 5 – Independence Day (observed)
Monday September 7 – Labor Day
Monday October 11– Columbus Day
Thursday November 11 – Veterans Day
Thursday November 25 - Thanksgiving
Saturday December 25 – Christmas

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

- Payroll will be processed the next business day.
- Please advise your employees of these changes as soon as possible.