

For over 60 years, ADP has been processing payrolls and providing services to nearly every type of business. We have a dedicated division to service the needs of small businesses like yours. To learn more, visit [www.smallbusiness.adp.com](http://www.smallbusiness.adp.com).

**December 2012**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

# 2013 Payroll Calendar

quarter one	January	February	March
quarter two	April	May	June
quarter three	July	August	September
quarter four	October	November	December

**January 2014**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February 2014**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- = Holiday -- The Payroll Service Center is open. Banks are closed. Allow an extra day for direct deposit.
- = Holiday -- The Payroll Service Center is open. Most banks are closed. Allow an extra day for direct deposit.
- ◆ = Distribute W-2s and 1099s. File a 940 and either a 941 or 944 (if notified by the IRS).
- = File a 941 (if you did not file a 944).
- = File copy A of W-2s, W-3, 1099s, and 1096.