



PAPERWORK DUE DATES

Guthrie Mainstream Services
 6549 E. University Dr.
 Mesa, AZ 85205
 Phone: 480-633-8881
 FAX: 480-633-7095

**ALL PAPERWORK IS DUE IN OFFICE BY 4:00 PM
 ON OR BEFORE THE FOLLOWING DUE DATES**

**EXCEPTIONS MUST BE APPROVED BY YOUR
 FIELD SUPERVISOR PRIOR TO BILLING DUE DATES**

*****Paperwork drop off and Pay Check pick up locations*****

Ability Center
 6549 E. University Dr.
 Mesa, AZ 85205
 480-633-8881

Children's Learning Center
 727 S. Extension
 Mesa, AZ 85210
 480-633-7093

G.R.E.A.T. Center
 3200 N. Dobson Rd.,
 Bldg E
 Chandler, AZ 85224
 480-491-5553

Discovery Center
 1183 N. Recker Rd.
 Gilbert, AZ 85234
 480-633-8881

JANUARY THROUGH JUNE 2016

*****It is best to drop off and pickup paperwork and checks from the office your assigned Field Supervisor works out of.*****

Pay Period	Due Date	Pay Date for Pay Period
January 1 st – 14 th	January 15, 2016	January 29, 2016
January 15 th – 31 st	February 1, 2016	February 15, 2016
February 1 st – 14 th	February 15, 2016	February 29, 2016
February 15 th – 29 th	March 1, 2016	March 15, 2016
March 1 st – 14 th	March 15, 2016	March 31, 2016
March 15 th – 31 st	April 1, 2016	April 15, 2016
April 1 st – 14 th	April 15, 2016	April 29, 2016
April 15 th – 30 th	May 2, 2016	May 13, 2016
May 1 st – 14 th	May 16, 2016	May 31, 2016
May 15 th – 31 st	June 1, 2016	June 15, 2016
June 1 st – 14 th	June 15, 2016	June 30, 2016
June 15 th – 30 th	July 1, 2016	July 15, 2016

**** Please be advised that if paperwork is not in by 4:00 PM on Due Dates it will delay your payment as well as incur a penalty deduction of 20% of gross dollar amount from you !**



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Guthrie Holiday Schedule 2016

The offices will be closed on the following days:

New Year's Day	Friday, January 1, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Thanksgiving	Thursday, November 24, 2016
Thanksgiving	Friday, November 25, 2016
Christmas Eve	Saturday, December 24, 2016
Christmas	Sunday, December 25, 2016
New Year's Eve	Saturday, December 31, 2016
New Year's Day	Sunday, January 1, 2017

If you need coverage for the holidays please contact your Field supervisor or call the main campus at 480-633-8881.

Happy Holiday

From Guthrie Mainstream Services