



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

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

JULY THROUGH DECEMBER 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 |
|---|--------------------|-------------------------|
| July 1 st – 14 th | July 15, 2016 | July 29, 2016 |
| July 15 th – 31 st | August 1, 2016 | August 15, 2016 |
| August 1 st – 14 th | August 15, 2016 | August 31, 2016 |
| August 15 th – 31 st | September 1, 2016 | September 15, 2016 |
| September 1 st – 14 th | September 15, 2016 | September 30, 2016 |
| September 15 th – 30 th | October 3, 2016 | October 14, 2016 |
| October 1 st – 14 th | October 17, 2016 | October 31, 2016 |
| October 15 th – 31 st | November 1, 2016 | November 15, 2016 |
| November 1 st – 14 th | November 15, 2016 | November 30, 2016 |
| November 15 th -30 th | December 1, 2016 | December 15, 2016 |
| December 1 st – 14 th | December 15, 2016 | December 30, 2016 |
| December 15 th – 31 st | January 2, 2017 | January 13, 2017 |

**** 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 !**



GUTHRIE MAINSTREAM SERVICES

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Mesa, AZ 85205

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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