



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 2017

*****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 17, 2017	July 31, 2017
July 15 th – 31 st	August 1, 2017	August 15, 2017
August 1 st – 14 th	August 15, 2017	August 31, 2017
August 15 th – 31 st	September 1, 2017	September 15, 2017
September 1 st – 14 th	September 15, 2017	September 29, 2017
September 15 th – 30 th	October 2, 2017	October 13, 2017
October 1 st – 14 th	October 16, 2017	October 31, 2017
October 15 th – 31 st	November 1, 2017	November 15, 2017
November 1 st – 14 th	November 15, 2017	November 30, 2017
November 15 th -30 th	December 1, 2017	December 15, 2017
December 1 st – 14 th	December 15, 2017	December 29, 2017
December 15 th – 31 st	January 2, 2018	January 13, 2018

**** 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 2017

The offices will be closed on the following days:

New Year's Day	Sunday, January 1, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Thanksgiving	Thursday, November 23, 2017
Thanksgiving	Friday, November 24, 2017
Christmas Eve	Sunday, December 24, 2017
Christmas	Monday, December 25, 2017
New Year's Eve	Sunday, December 31, 2017
New Year's Day	Monday, January 1, 2018

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