

YEAR END KEY DATES



Below are key dates to keep in mind as you wrap up your final payrolls of the year and consider any relevant bonuses that may be impacted by holiday closures.

NOVEMBER IMPORTANT DATES

Thanksgiving Day

Thursday, November 27

Banks and Journey are closed. Deadline to submit is **1:00 p.m. MST** on **Tuesday, November 25** for a Friday, November 28 check date.

Day After Thanksgiving

Fridays, November 28

Journey is open, but **closes at Noon MST**. Deadline to submit is **8:00 a.m. MST** on **Friday, November 28** for a Tuesday, December 2 check date.

DECEMBER IMPORTANT DATES

Submission Deadline

Friday, December 12

Deadline to have information updates submitted to Journey.

Christmas Eve Observed

Wednesday, December 24

Journey is open but **closes at Noon MST**. Deadline to submit is **1:00 p.m. MST** on **Tuesday, December 23** for a Friday, December 26 check date.

Christmas Day Observed

Thursday, December 25

Banks and Journey are closed. Deadline to submit is **8:00 a.m. MST** on **Wednesday, December 24** for a Monday December 29 check date.

Journey Payroll Deadline

Monday, December 29

Deadline to submit any final payrolls of the year is **1:00 p.m. MST** on this day for a Wednesday December 31 check date (last pay date of 2025).

JANUARY IMPORTANT DATES

S Corp Contributions & 1099 Payments

Friday, January 2

Deadline to submit all final 2025 S Corporation 2% shareholder contribution amounts and any outstanding 1099 payments is **5:00 p.m. MST** on **Friday, January 2**.