

FMB Chartered Accountants**Payroll arrangements for Christmas 2019**

For payroll purposes, our offices will be closed from 12.00 noon on Monday 23rd December 2019 until 09.00 Thursday 2nd January 2020.

In order to ensure that your payroll is completed on time and within the banking time limits, the following will apply:

- Where payment is required in the week ending 13th December 2019
Latest date we can accept instruction: Tuesday 10th December 2019 @ 10:00
- Where payment is required in the week ending 20th December 2019
Latest date we can accept instruction: Tuesday 17th December 2019 @ 10:00
- Where payment is required in the week ending 27th December 2019
Latest date we can accept instruction: Wednesday 18th December 2019 @ 10:00
- For payment due in the week ending 3 January 2020,
Latest date we can accept instruction: Wednesday 18th December 2019 @ 10:00

All other payrolls will operate as normal

Please note that there may be additional timing restrictions imposed by your bank and you may need to confirm the latest dates that they will accept files for processing.

We cannot guarantee that instructions received after these dates will be processed.

If you are in doubt or have any queries please feel free to contact us.

FINALLY, HAPPY CHRISTMAS FROM THE FMB PAYROLL TEAM

Should you have any queries, please contact:

payroll@fmb.ie

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Fax : 01-645 2049