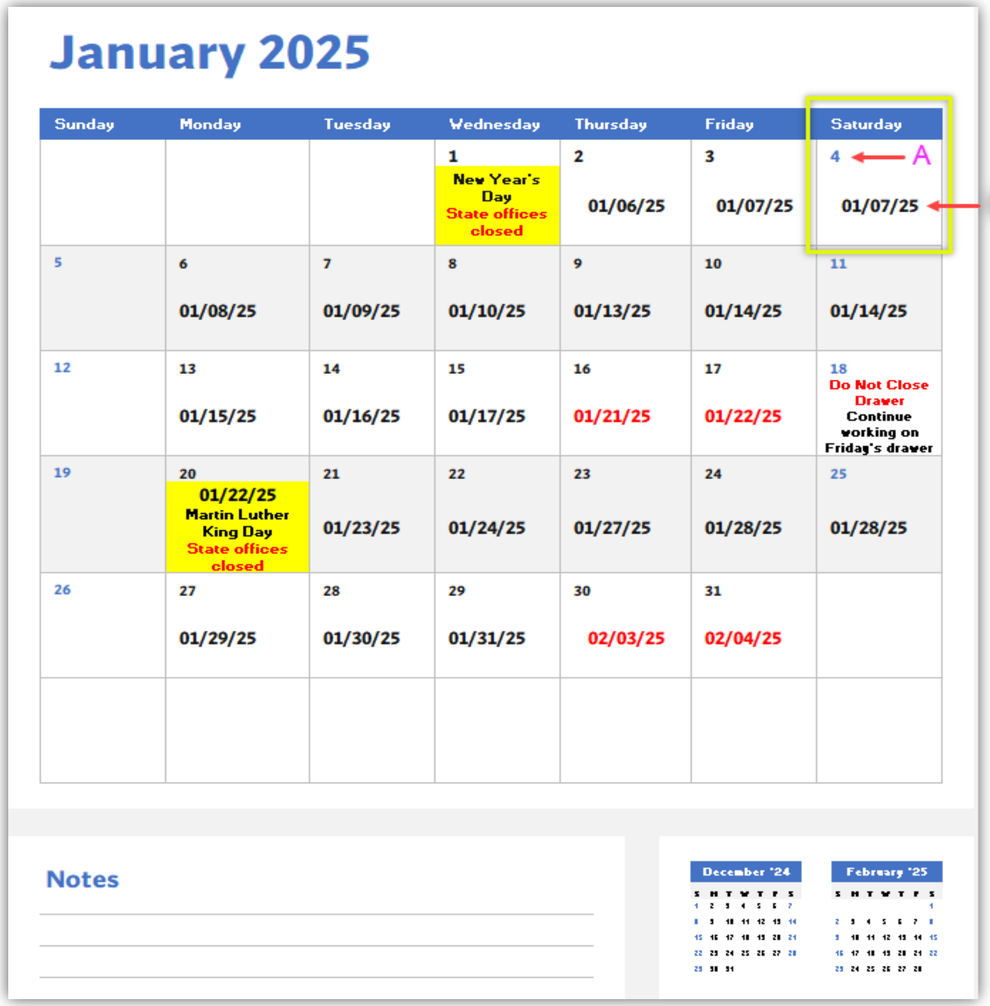
Timeframe for Submission of Paperwork and Fees per Page 1 of the *Submission Requirements for Online Messenger Fees and Paperwork* :



January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day State offices closed	2 01/06/25	3 01/07/25	4 ← A 01/07/25 ← B
5	6 01/08/25	7 01/09/25	8 01/10/25	9 01/13/25	10 01/14/25	11 01/14/25
12	13 01/15/25	14 01/16/25	15 01/17/25	16 01/21/25	17 01/22/25	18 Do Not Close Drawer Continue working on Friday's drawer
19	20 01/22/25 Martin Luther King Day State offices closed	21 01/23/25	22 01/24/25	23 01/27/25	24 01/28/25	25 01/28/25
26	27 01/29/25	28 01/30/25	29 01/31/25	30 02/03/25	31 02/04/25	

Notes

December '24

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '25

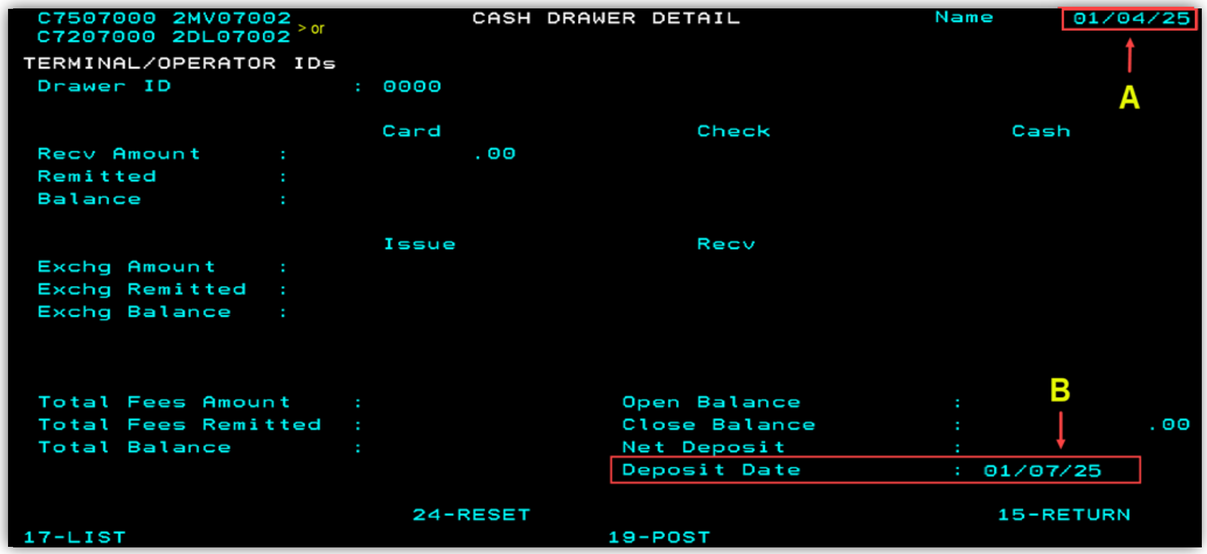
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- **<u>Paperwork is due to the department by 10:00 am on the fifth (5th) workday (Monday thru Friday) after the process date</u>**. For example, paperwork for work processed on a Monday will be due the following Monday.

- **<u>Fees are due by 10:00 am on the deposit date indicated on the Deposit Date Calendar</u>** provided by PennDOT. Cash drawers are closed the next business day in the morning after work is processed. To determine when fees are due, locate the current date on the calendar and refer to **the date listed as the deposit date**. Fees are due by 10:00 am on that deposit date. See below for more information:

A - The current Calendar Date - the day the cash drawer is being closed - is the <u>same</u> as the *System Date* and automatically appears in the top right corner of conversation 70 in CARATS. (see part **A** example below)

B - The Deposit Date to be entered in the bottom right corner of conversation 70 in CARATS. (see part **B** example below)



January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day State offices closed	2 01/06/25	3 01/07/25	4 01/07/25
5	6 01/08/25	7 01/09/25	8 01/10/25	9 01/13/25	10 01/14/25	11 01/14/25
12	13 01/15/25	14 01/16/25	15 01/17/25	16 01/21/25	17 01/22/25	18 Do Not Close Drawer Continue working on Friday's drawer
19	20 01/22/25 Martin Luther King Day State offices closed	21 01/23/25	22 01/24/25	23 01/27/25	24 01/28/25	25 01/28/25
26	27 01/29/25	28 01/30/25	29 01/31/25	30 02/03/25	31 02/04/25	

Notes

December '24

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '25

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 02/04/25
2	3 02/05/25	4 02/06/25	5 02/07/25	6 02/10/25	7 02/11/25	8 02/11/25
9	10 02/12/25	11 02/13/25	12 02/14/25	13 02/18/25	14 02/19/25	15 Do Not Close Drawer Continue working on Friday's drawer
16	17 02/19/25 President's Day State offices closed	18 02/20/25	19 02/21/25	20 02/24/25	21 02/25/25	22 02/25/25
23	24 02/26/25	25 02/27/25	26 02/28/25	27 03/03/25	28 03/04/25	

Notes

January '25

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March '25

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 03/04/25
2	3 03/05/25	4 03/06/25	5 03/07/25	6 03/10/25	7 03/11/25	8 03/11/25
9	10 03/12/25	11 03/13/25	12 03/14/25	13 03/17/25	14 03/18/25	15 03/18/25
16	17 03/19/25	18 03/20/25	19 03/21/25	20 03/24/25	21 03/25/25	22 03/25/25
23	24 03/26/25	25 03/27/25	26 03/28/25	27 03/31/25	28 04/01/25	29 04/01/25
30	31 04/02/25	1	2	3	4	5

Notes

February '25

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

April '25

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 04/03/25	2 04/04/25	3 04/07/25	4 04/08/25	5 04/08/25
6	7 04/09/25	8 04/10/25	9 04/11/25	10 04/14/25	11 04/15/25	12 04/15/25
13	14 04/16/25	15 04/17/25	16 04/18/25	17 04/21/25	18 04/22/25	19 04/22/25
20	21 04/23/25	22 04/24/25	23 04/25/25	24 04/28/25	25 04/29/25	26 04/29/25
27	28 04/30/25	29 05/01/25	30 05/02/25			

Notes

March '25

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May '25

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 05/05/25	2 05/06/25	3 05/06/25
4	5 05/07/25	6 05/08/25	7 05/09/25	8 05/12/25	9 05/13/25	10 05/13/25
11	12 05/14/25	13 05/15/25	14 05/16/25	15 05/19/25	16 05/20/25	17 05/20/25
18	19 05/21/25	20 05/22/25	21 05/23/25	22 05/27/25	23 05/28/25	24 Do Not Close Drawer Continue working on Friday's drawer
25	26 Memorial Day State offices closed	27 05/29/25	28 05/30/25	29 06/02/25	30 06/03/25	31 06/03/25

Notes

April '25

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June '25

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 06/04/25	3 06/05/25	4 06/06/25	5 06/09/25	6 06/10/25	7 06/10/25
8	9 06/11/25	10 06/12/25	11 06/13/25	12 06/16/25	13 06/17/25	14 06/17/25
15	16 06/18/25	17 06/20/25	18 06/23/25	19 06/23/25 Juneteenth Holiday State offices closed	20 06/24/25	21 06/24/25
22	23 06/25/25	24 06/26/25	25 06/27/25	26 06/30/25	27 07/01/25	28 07/01/25
29	30 07/02/25					

Notes

May '25

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July '25

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 07/03/25	2 07/07/25	3 07/08/25	4 Independence Day State offices closed	5 Do Not Close Drawer Continue working on Thursday's drawer
6	7 07/09/25	8 07/10/25	9 07/11/25	10 07/14/25	11 07/15/25	12 07/15/25
13	14 07/16/25	15 07/17/25	16 07/18/25	17 07/21/25	18 07/22/25	19 07/22/25
20	21 07/23/25	22 07/24/25	23 07/25/25	24 07/28/25	25 07/29/25	26 07/29/25
27	28 07/30/25	29 07/31/25	30 08/01/25	31 08/04/25		

Notes

June '25

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August '25

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 08/05/25	2 08/05/25
3	4 08/06/25	5 08/07/25	6 08/08/25	7 08/11/25	8 08/12/25	9 08/12/25
10	11 08/13/25	12 08/14/25	13 08/15/25	14 08/18/25	15 08/19/25	16 08/19/25
17	18 08/20/25	19 08/21/25	20 08/22/25	21 08/25/25	22 08/26/25	23 08/26/25
24	25 08/27/25	26 08/28/25	27 08/29/25	28 09/02/25	29 09/03/25	30 Do Not Close Drawer Continue working on Friday's drawer
31						

Notes

July '25

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '25

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day State Offices Closed	2 09/04/25	3 09/05/25	4 09/08/25	5 09/09/25	6 09/09/25
7	8 09/10/25	9 09/11/25	10 09/12/25	11 09/15/25	12 09/16/25	13 09/16/25
14	15 09/17/25	16 09/18/25	17 09/19/25	18 09/22/25	19 09/23/25	20 09/23/25
21	22 09/24/25	23 09/25/25	24 09/26/25	25 09/29/25	26 09/30/25	27 09/30/25
28	29 10/01/25	30 10/02/25				

Notes

August '25

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October '25

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 10/03/25	2 10/06/25	3 10/07/25	4 10/07/25
5	6 10/08/25	7 10/09/25	8 10/10/25	9 10/14/25	10 10/15/25	11 Do Not Close Drawer Continue working on Friday's drawer
12	13 10/15/25 Columbus Day State offices closed	14 10/16/25	15 10/17/25	16 10/20/25	17 10/21/25	18 10/21/25
19	20 10/22/25	21 10/23/25	22 10/24/25	23 10/27/25	24 10/28/25	25 10/28/25
26	27 10/29/25	28 10/30/25	29 10/31/25	30 11/03/25	31 11/04/25	

Notes

September '25

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November '25

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 11/04/25
2	3 11/05/25	4 11/06/25	5 11/07/25	6 11/10/25	7 11/12/25	8 11/12/25
9	10 11/13/25	11 11/13/25 Veterans Day State offices closed	12 11/14/25	13 11/17/25	14 11/18/25	15 11/18/25
16	17 11/19/25	18 11/20/25	19 11/21/25	20 11/24/25	21 11/25/25	22 11/25/25
23	24 11/26/25	25 Do Not Close Drawer Continue working on Monday's drawer	26 12/01/25	27 Thanksgiving Day State offices closed	28 12/02/25 Day after Thanksgiving Day State offices closed	29 Do Not Close Drawer Continue working on Friday's drawer
30						

Notes

October '25

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December '25

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 12/03/25	2 12/04/25	3 12/05/25	4 12/08/25	5 12/09/25	6 12/09/25
7	8 12/10/25	9 12/11/25	10 12/12/25	11 12/15/25	12 12/16/25	13 12/16/25
14	15 12/17/25	16 12/18/25	17 12/19/25	18 12/22/25	19 12/23/25	20 12/23/25
21	22 12/24/25	23 12/26/25	24 12/29/25	25 Christmas Day State offices closed	26 12/30/25	27 12/30/25
28	29 12/31/25	30 01/02/26	31 01/05/26	Jan 1 2026 New Year's Day State offices closed	Jan 2 2026 01/06/26	Jan 3 2026 01/06/26

Notes

November '25

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

January '26

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31