

## 2017 LETTERCHECKS SEASONAL AND PROMOTIONAL

LetterChecks Mailings	Enrollment Deadline *	LetterChecks Promotion Forms Deadline **	Preview Report Run Date ***	Account Maintenance Deadline	Actual Report Run Date **	LetterChecks Mail Drop Date ****
January Promo	11/18/2016	11/24/2016	12/04/2016	12/15/2016	12/20/2016	01/13/2017
February Promo	12/16/2016	12/22/2016	01/01/2017	01/12/2017	01/17/2017	02/15/2017
TAX TIME (March)	01/20/2017	01/26/2017	02/05/2017	02/16/2017	02/21/2017	03/15/2017
April Promo	02/21/2017	02/23/2017	03/05/2017	03/16/2017	03/21/2017	04/14/2017
SUMMER (May)	03/17/2017	03/23/2017	04/02/2017	04/13/2017	04/18/2017	05/15/2017
June Promo	04/21/2017	04/27/2017	05/07/2017	05/18/2017	05/23/2017	06/15/2017
BACK TO SCHOOL (July)	05/19/2017	05/25/2017	06/04/2017	06/15/2017	06/20/2017	07/14/2017
August Promo	06/16/2017	06/22/2017	07/02/2017	07/13/2017	07/18/2017	08/15/2017
September Promo	07/21/2017	07/27/2017	08/06/2017	08/17/2017	08/22/2017	09/15/2017
October Promo	08/18/2017	08/24/2017	09/03/2017	09/14/2017	09/19/2017	10/13/2017
HOLIDAY I (November)	09/15/2017	09/21/2017	10/01/2017	10/12/2017	10/17/2017	11/15/2017
HOLIDAY II (December)	10/20/2017	10/26/2017	11/05/2017	11/16/2017	11/21/2017	12/15/2017
January Promo 2017	11/17/2017	11/23/2017	12/03/2017	12/14/2017	12/19/2017	01/15/2018
February Promo 2017	12/22/2017	12/28/2017	01/07/2018	01/18/2018	01/23/2018	02/15/2018

**\*CUSTOM LETTERS ARE DUE BY THE ENROLLMENT DEADLINE.** Consider utilizing a custom text and promote new products and services, locations, business anniversaries, extended business hours, etc. LetterChecks custom letters are effective communication tool. Contact us at [HelpDesk.LetterChecks@fisglobal.com](mailto:HelpDesk.LetterChecks@fisglobal.com) for more information.

\*\* Promotion Form with Terms of the promotion is required for the implementation. Please ask your Client Services Rep for the LetterChecks Promotion Form.

\*\*\* The Preview and Actual Reports are confirmation of LetterChecks participation. If you are enrolled in a mailing and have not received your reports within a week of the run date, please contact your Client Services Representative immediately.

\*\*\*\*Mail Drop Date is approximate; LetterChecks may be mailed a few days earlier, but no later than Drop Date.