

Good morning,

Some of you will notice that part of your car allowance is taxable on your commission check today. Due to the current “shelter in place” orders and not being able to travel to see customers many of you did not have enough mileage submitted with your commission summary for the entire allowance to be supported for mileage expense reimbursement therefore, causing a portion to be taxed. This is included in our 2020 Policy on page one and is in accordance with IRS guidelines but I wanted to send out a reminder as well as we continue to navigate through these unprecedented times.

“The 2020 IRS mileage allowance for business miles is \$57.5 cents per mile. Providing your business mileage report submitted is both accurate and adequate to support the mileage, your auto allowance will not be included on your W-2 as taxable income. However, failure to provide us your monthly mileage on your Monthly Commission Information Form will result in the auto allowance being taxable income and therefore included on your W-2.”

Should you have any further questions please do not hesitate to reach out to myself or Elena.

Thank you and have a great day!

**Tammie L. Hawkins, CFO**  
Pro Chem, Inc.  
1475 Bluegrass Lakes Parkway  
Alpharetta, GA 30004  
770-740-2800 ext. 141