

This is an email to all our business owners who are also a part of our business advisory service plans (Vail, Aspen, etc.). If you already process your own payroll, or if we currently process shareholder payroll on the same cadence as employee payroll, then you can ignore this email entirely and carry on as you were. Otherwise please continue to read...

As alluded to earlier in our email last week, we are strongly encouraging all shareholder payroll processing to move away from quarterly and towards a monthly autopilot approach; this will provide **better cash flow management** and achieve a more natural sense of payroll processing.

We will set salary a monthly salary based on your current annual salary and amounts paid to date, provide monthly case needs, and update numbers in July / August (and once more in November should events warrant a change). This will be a set it and forget it auto-pilot sort of system. Please visit the link below for a two-page PDF that expands on this email including coordination with SBA PPP forgiveness period-

<https://wcginc.com/wp-content/documents/MonthlyPayroll.pdf>

Warm Regards,

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