



April 21, 2009

Dear InnoSource Associate,

Please do not cash your InnoSource, Inc. (InnoSource) payroll check prior to the date listed on your check. Payroll check dates correspond to the InnoSource Payroll Schedule (every other Friday.) Cashing of a payroll check prior to the check date is in violation of the IRS's Constructive Receipt Laws and results in a \$50.00 per check charge to InnoSource.

ADP guidelines state that payroll checks should not be dispersed to payees prior to 4:00 p.m. on the banking day immediately before the pay date. However, InnoSource does mail the payroll checks several days prior to the pay date to insure that our Associates do receive their payroll checks by the pay date.

In order to comply with ADP policy and IRS laws InnoSource will charge a \$50.00 fee to any Associate who cashes their payroll check prior to the check date or scheduled pay date. This \$50.00 charge will be deducted from your next pay date check. Also, that Associate will no longer receive their payroll check until the pay date.

In addition, it is InnoSource's preference for all Associates to sign up for direct deposit of their pay. This minimizes the risk of checks being cashed early or lost in the mail.

Thank you for your help in this matter and if you have any questions please call the InnoSource payroll department at 1-877-896-2480.

InnoSource
Payroll Department