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March 13, 2020

Dear Client,

As we are sure many of you are concerned about your employees, your business, and your personal health with all the news of COVID-19, the PBGW and CASI shareholders are also concerned. As you might imagine, our staff are particularly vulnerable to illness at this time of year due to the long hours that they work and their often less-than-optimal health habits for four consecutive months. On March 12, 2020, Governor Tom Wolf announced that schools and other organizations in Montgomery County will remain closed for the next 14 days. PBGW and CASI, whose offices are in Montgomery County, have given all our employees the option of working from home during this time, and potentially longer.

To help our employees stay healthy through tax season and beyond, we want to help ensure our employees' exposure to this disease is limited. This means that we are limiting nonessential visits to client offices and visits from clients, including our staff dropping off or clients picking up payrolls and tax returns. In addition, we are preparing for the possibility that our office may be forced to close under state mandate without the option of having a skeleton staff remain in the office.

Therefore, we are asking all our clients to utilize our secure portal (for access to payroll reports), Employee Self Service (for employee direct access to paystubs), and moving from any remaining printed paychecks to direct deposit. (However, please be aware that Pennsylvania prohibits an employer from requiring its employees to use direct deposit.) Starting immediately, we will no longer be delivering any payrolls. After Friday, March 20, 2020, any printed paychecks will need to be done from your facility and distributed to your employees by you. We can give you a small supply of the check stock, but you may want to look for your own supplier.

If you have questions about these technologies, please call our office or email your payroll processor so we can get you set up. We wish good health to you and your family, and we appreciate your understanding as we deal with this health emergency at the worst possible time.

Sincerely,

The CASI Shareholders