



Interoffice Communication

To VCM Plant Employees
From J. H. Brunson
Date August 11, 1980
Subject Taxation of Safety Awards

In accordance with Internal Revenue Service regulations and Conoco Inc. policy of taxing safety awards, the Conoco VCM Plant has elected to pay the taxes on each employee's safety award. The average value of the award plus the tax amount allowed will appear on your check stub as "Other Pay." The average net value of the award will appear as "Prior Payments" on the check stub. The difference between the amount shown in the "Other" pay column and the "Prior Payment" column is the amount of tax allowed and paid by Conoco. This transaction should occur during the month of August.

If there are any questions pertaining to the taxes, please don't hesitate to contact me.

A handwritten signature in cursive script that reads "J. H. Brunson".

J. H. Brunson

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