

## Our Services Under the Stay-At-Home Order

As a result of the governor's Stay-At-Home order, we are no longer able to have clients in our office until further notice. We are dedicated to serving you and will be available via phone or email.

Any previously scheduled tax appointments will have to be done over the phone. In order to do this, we will need the necessary documents to prepare your tax return at least one day prior to the scheduled call. These documents can be submitted to us via email, fax, or left in the secure drop box located at the left of our back door.

Our doors will be locked until further notice. There will be no face-to-face or hand-to-hand contact as we do our part to minimize the spread of COVID-19 the best we can.

Despite the filing deadline being moved from April 15 to July 15 of 2020, we encourage clients to provide their documents and allow us to prepare their 2019 tax returns in a timely manner. Our firm shifts to a different workload come May as we begin working on tax projections. By providing your tax documents now, it ensures that the tax returns will be filed timely in accordance with the new deadline.

Thank you for your understanding in this matter. Please feel free to call us with any questions.