



March 16, 2020

Dear Clients and Community,

With the increasing news and concern regarding the COVID-19 coronavirus, Janney & Associates, CPAs wants to assure our clients that we are monitoring this developing situation. Our foremost concern must be the personal health and safety of our customers, families, and employees.

Our firm exists to protect our clients and help them manage through the most complex of challenges. There is no single formula for doing this, and the COVID-19 threat is unprecedented. We must take sensible steps to slow the spread of this virus.

*Therefore, until further notice, in person client meetings are suspended.* Please provide your tax documents to us via the following methods:

- Secure e-mail communication
- Our NetClient Portal
- Regular mail (USPS)
- Fax (615-597-1667)
- The mail slot located in the brown door to the left of the main entrance.
- Secure drop off in our front lobby (call 615-597-1559 press 0)

When your return or other work is completed, one of our team members will contact you to discuss pickup and delivery options.

During this time, our team is committed to serving you with the same level of professional care you've come to expect.

We are all in this together, and our entire team appreciates your flexibility and understanding.

Sincerely,

A handwritten signature in cursive script that reads "Tom".

Thomas G. Janney, CPA

Janney & Associates, CPAs