

As events continue to unfold related to Coronavirus COVID-19, the health and safety of our staff and clients is our top priority. As the CDC continues to issue new guidance to prevent the spread of Coronavirus COVID-19, we continue to weigh the health and safety of our staff with our desire to serve you. To do our part and conform to “social distancing” guidance, we are taking the following steps:

- 1) Beginning **today, March 23, 2020, our lobby will be closed.** However, we can still be reached via phone or email Monday-Friday, 8 am to 5 pm. Entrance to the lobby will be by appointment only.
- 2) We request that you make use of the mail slot in our front door, the US Postal Service and the secure portals and encrypted email we offer whenever possible. Also, we are happy to schedule a telephone call and discuss your tax returns, tax information or any other concerns you may have.
- 3) We are taking measures in our office to follow the CDC best practices inside our office and by our staff members and we’re practicing diligent cleaning procedures to protect our staff members and our customers who visit our office.
- 4) **We are still working on preparing tax returns.** If you are anticipating a refund and have already provided your tax information, we will have your return completed as soon as possible. If you anticipate a refund and have not yet provided your information, please do so utilizing the options provided in #2 above.

The IRS has issued a News Release **extending the federal income tax filing due date from April 15, 2020 to July 15, 2020.** More information on this can be found here: <https://www.irs.gov/newsroom/tax-day-now-july-15-treasury-irs-extend-filing-deadline-and-federal-tax-payments-regardless-of-amount-owed>

We are committed to keeping in touch with you during this time and will update you as events continue to unfold. We recognize that many of our clients are monitoring COVID-19 and how it will impact your life and family. Please feel free to contact our office with any questions or concerns.