

(608)634-6887
F(608)634-6997
www.evenstadtax.com



114 S Main St
Westby, WI 54667

COVID-19 Announcement

Evenstad Tax & Financial Services, Inc. is doing its best to stay up to date on the coronavirus COVID-19, and are communicating to let you know the steps we are taking to help everyone stay healthy during this tax season. We certainly enjoy getting to see all of you at your appointments or when you are dropping off or picking up, but we also want to try to be as safe as possible, especially for our friends that are most vulnerable at this time. It is still unclear what the local impact will be but we believe it is important to help slow the spread of the virus if possible and to do our part. Your health as clients and the health of our staff are very important to us.

We are implementing a “no appointment” policy for non-essential face-to-face meetings for the foreseeable future. Our office doors will be locked. You may call to arrange drop off / pick-up coordination. Options to help us achieve fewer in-person meetings:

- Appointments
 - If you require an appointment, we can set up either a phone conference or a video/web meeting. If you do not require an appointment, we recommend dropping off your information (see below) or submitting your information to us electronically (see below)
 - Phone call appointment – please let us know what phone number you would like us to use to call you at your scheduled appointment time
 - Request a video meeting with your preparer
- Getting us tax forms and information & picking up your return
 - Electronically - Upload documents to our secure online portal.
 - This requires you to request a secure link that we will send you via email
 - Fax information to our office to 608-634-6997
 - Mail your documents
 - “Drive up Drop-off & Pick-up”
 - Located directly behind our office at 114 S. Main St.
 - Turn West on State street, left on Market street, first left into the parking lot. If another client is not pulled up to our door, drive on up, if another client is being waited on, please be patient and we will be with you as soon as possible.

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- Our back entrance will have the Evenstad Tax & Financial Logo on the door
- Drop-off/Pick up
 - Call ahead or when you arrive and our staff will come out to exchange the documents needed
 - Utilize our secure drop box located in our front entryway if we are not open to drop-off any documents

For the safety of our employees and visitors, we have taken the following measures:

- Placing hand sanitizer in our lobby
- Cleaning and disinfecting surfaces more frequently
- Frequently washing our hands and practicing diligent personal hygiene
- Following a “no handshake” policy
- Staff have the technology available to them to work remotely if necessary
- Following CDC policies on keeping sick employees home
- Upon completion of your tax return, if you wish to avoid traveling to our office, you may receive your tax return and necessary documents electronically, or if that isn’t possible, by mail.

At this time, we are not aware of any change the tax deadline and we cannot predict what may happen between now and the filing deadline. We are closely monitoring all changes that may affect your taxes and taking appropriate action.

The Centers for Disease Control and Prevention (CDC) and the Wisconsin Department of Health Services has a lot of information and we will strive to follow their guidelines and encourage you to as well.

We appreciate your understanding and cooperation in working together on this. If you have any questions or concerns, please do not hesitate to call us to discuss further.