



429 Hooper Ave, Toms River, NJ 08753 PH: 732-569-0344 F: 732-960-9988

January 11, 2021

Dear Valued Tax Client,

When the coronavirus first reached our shores, it was hard to imagine that life would change as much as it has. Sheltering in place, maintaining our social distance, flattening the curve – sometimes it feels like we have learned an entirely new language to describe this historic period.

As we prepare for the upcoming tax season, we are conscious of the need to keep ourselves and our clients safe. Here are the measures we have adopted to do just that:

- First, we ask that anyone who feels unwell, has symptoms, or has been exposed to COVID-19 to please *refrain* from coming to the office.
- Second, we will not be holding any in office appointments at this time. Tax appointments will be held in the following manner:
 - All appointments will be held via telephone or virtually via GoToMeeting or FaceTime.
 - Please drop off all tax documents prior to your scheduled appointment time in the designated lock box located at the side of the building. If you are unable to drop off the documents at the lock box, please call the office and so we can decide how to get your tax documents to us before your scheduled appointment.
 - If you are comfortable emailing or faxing your documents, please do so to the following:
 - Tom's Email: thomas@islandfa.com
 - Hal's Email: hal@islandfa.com
 - Fax: 732-960-9988
 - All appointments will be handled as though you were sitting right in front of us. We enjoy our time together and want you to feel comfortable through these unprecedented times.
 - Once your tax return has been completed, we will call you for pick up.
- Third, to adhere to social distancing guidelines, payment for your tax return will be handled as follows:
 - Credit card payments will be taken over the phone. Check/Cash payments will be taken at time of pick up.
 - Please call us when you are in the parking lot and one of our staff members will bring the completed tax return, invoice and e-file signature form out to your car. Please wear a mask at the time of pick up.
- Fourth, if any of these options do not work for you, as always, we will figure out a way to get your tax return done in the safest way possible.

- Finally, we will maintain our social distance by requiring all staff and visitors to stay six feet apart and by always wearing a mask.

We feel that these steps will go a long way to making our office a safe place for both our team and our clients. Of course, the single best way to protect everyone during this pandemic is to stay home as much as possible. So, again, we still encourage clients to meet with us over the phone whenever possible.

This is a truly historic time – and an uncertain one. I want to thank you for your continued trust in us. While this pandemic has forced us all to make changes to our daily lives, one thing that will *never* change is our dedication to you. We look forward to seeing more and more of our clients in our office as the months go by!

In the meantime, keep staying safe and healthy! Please let us know if there is ever anything we can do. We are always here for you.

Sincerely,

Island Financial Advisors