In light of ongoing concerns about COVID-19 (the coronavirus), our focus turns to the health and well-being of our staff and clients. Members of our staff, their families, and many of our clients, fall within the groups that the CDC has identified as high risk. Out of an abundance of caution, we are continuing to work and are ready to serve you, just in a different manner than you may be used to.

**Effectively Immediately**

Our office is closed to the public. Social distancing and personal sacrifice is important to stop the spread of the virus. We don't want to be a contributor to the spread or to have someone become ill by visiting us. Under normal circumstances we have a lot of people visiting daily during tax season.

We will continue to serve you without in-person meetings. We ask that you drop off any tax documents at our office. We have set up a location outside our office for you to drop off information. You may ring the doorbell to let us know you have dropped the information off. We will then be able to retrieve the information to begin working on that information. If you have anything you would like to discuss, please give as much information in the packet you are dropping off and we will be in contact after we have been through the information to discuss it with you.

When your taxes are done, we offer the ability to receive your tax return electronically through encrypted delivery and RightSignature allows you to sign the documents that will allow us to process the electronic filing of your return. If you are unable to receive these documents electronically, you may still be able to pick the documents up at our office by way of parking lot pickup. You will need to call us when you arrive in our parking lot to let us know you are here and what car you are driving.

Regardless of what happens, we will continue to serve you as you've come to know and expect. Our entire office will still be available by email and/or telephone. We hope that everyone in our extended family of clients remains safe and healthy during these unprecedented times.