

## COVID-19 NEWSLETTER

November 17, 2020

### NO ORDINARY YEAR

This is no ordinary year. The fall continues to be dominated by a second wave of COVID-19, an economy struggling to recover from the worldwide pandemic and a wildly fluctuating stock market.

Adding to this mix of uncertainty is an ever-changing tax landscape. 2020 has seen not only continued guidance relating to the Tax Cuts and Jobs Act, but also the passage of the Coronavirus Aid, Relief, and Economic Security Act, and tax rates could be in play depending on the election results.

All of this created a perfect storm for taxpayers — businesses and individuals alike.

### OUR COMMITMENT TO SAFETY

We are committed to helping you file your taxes in a way that is easy and safe for you and our staff.

**Our tax office will be open for the 2020 tax filing season by drop off or by working with us without leaving your home via email and telephone conferences.**

### DROP OFF AND GO

**Gather your tax documents and just drop them off** at the front desk or through the front door mail slot, and we'll take it from there. Make sure to put the documents in an envelope with your contact information on it.

### WORK WITH US FROM HOME

**Email or fax your tax documents** to us, and we will complete your return after consulting with you via telephone and/or additional emails.

### SCHEDULED DROP OFF WITH A CONSULTATION

**Call to schedule a short 10 minute in office consultation** and drop your documents off during the consultation. Scheduled **consultations will be limited and returns will not be prepared during that time.** You will need to call when you arrive so that we can ensure no one else is in the conference room at that time. Masks will be required. These are subject to change if the State mandates an office shutdown.

### TAX RETURN PICK UP PROCEDURE

Once your return has been completed, a staff member will contact you via email/telephone to let you know that your return is ready.

### PICK UP IN OFFICE

Please call the office when you arrive so that we can ensure no one else is in the conference room at that time. Masks will be required. If you would prefer not to come inside the office, everything can be placed in our milk box right outside our door with a pen and you may pick up and sign through there. All forms will need to be signed and payment for services received before the tax return can be e-filed.

### PDF TAX RETURN OPTION

Please let your return preparer know that you would like your tax return copies sent to you via PDF before the return is completed. Once the return is completed, the signature and our payment forms will be emailed to you, to be signed and sent back to us via email or fax. Once we receive the signed forms and our payment for services, we will send your tax return copies to you via email and e-file your return. Your source documents, if originals, will be mailed back to you.