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Dear Valued Clients and Friends,

We hope this email finds you and your family in good health.

In the wake of the news surrounding the spread of COVID-19, we feel it is important to update you on Wilmoth & Associates, CPAs business continuity plan, and response to what is now considered a pandemic.

**The Treasury Department has recently extended the due date for 2019 federal income tax filing and payments to July 15, 2020. Also, the due date of first quarter estimated tax payments for 2020 has been extended to July 15, 2020.**

We are continually monitoring CDC updates and are following the protocols they have recommended. Our plan is to continue preparing returns, **but some immediate changes are necessary.**

**At this point, most of our staff is working remotely and we have been advised to stop all in-person meetings until further notice.** In almost all cases with all the electronic methods of communication, in-person meetings are not necessary and not a healthy practice in these conditions. We will continue to be available by phone and email to answer any questions and gather information to prepare returns.

Fortunately, we have not been directly impacted by the Coronavirus – that is to say, we have no known cases within our staff. However, we are indirectly affected. With most of the schools in the area closed through April 15<sup>th</sup>, some of our team are forced to work reduced or altered schedules due to childcare issues. Given these altered schedules, it may take us longer than usual to respond to any emails or phone calls and complete your tax returns.

**To the extent possible, we would like you to deliver your documents to us electronically or by mail** (we recommend any option with tracking – USPS, FedEx, UPS). Please call or email our office and we will provide you a secure link through ShareFile to attach your documents. Most tax forms have the option for direct download through your broker, bank, employer, etc. You can also utilize our drop-slot for all documentation needing to be delivered to us. Should you

plan to utilize the drop-slot, please call or e-mail us so we can readily confirm to you our receipt of your documents.

**When your tax return is ready, we will contact you to determine your delivery preference.** However, we can accommodate client-pickups via a safe, no-contact method by appointment only. We will discuss the logistics via phone before and when you arrive. Alternatively, we will upload your information to you safely and electronically through our client portal or we can mail your return and information to you USPS with tracking.

Thank you for being a valued friend and client and for your continued trust with all your tax and accounting needs as we manage through this time together.

We will continue to monitor the situation, while taking a calm yet diligent approach, and will update you with any further changes. For further information and helpful links related to COVID-19, please visit this page of our website: <https://www.wilmothcpa.com/tax-forms/>

If you have any questions, please feel free to call our office.

