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In response to the current health concerns over COVID-19, we are suspending in person appointments for the foreseeable future until the immediate health threat subsides. We are most interested in doing our part to protect our community and our team during this unprecedented time. It is important to know we are monitoring the developing situation and have resources in place to provide you continued service.

Effective immediately, we are closing the office to all clients coming to drop off or pick up of tax return or accounting information or to sign electronic filing forms. If possible, please provide your tax, accounting, and business documents through secure e-mail communication, regular mail, fax, or our secure portal system Onvio. If you wish to use Onvio and do not have an account, please email [Lys@phocuscompanies.com](mailto:Lys@phocuscompanies.com) and she can assist you with setting that up.

We will be providing clients with their tax return electronic filing forms via E-Mail, DocuSign, Onvio, or USPS Mail. All client source materials will be mailed at your request or will be held for pickup until after we restore our normal working hours and conditions.

The Internal Revenue Service has announced they are permitting the payment for taxes due to be extended until **July 15, 2020** without any penalties or interest assessed. This also includes the payment of Quarterly Estimated Tax Payments due on April 15, 2020 (IRS Notice 2020-17). Although, they are encouraging those who can pay to do so promptly. We are pleased with this relief for the benefit of our clients and staff. This does not appear to include the filing of income tax returns by the **April 15, 2020** filing deadline, and as such, we will electronically file an extension for all client returns not completed at that time.

In response to this announcement, we are reducing our staff work hours to allow our team to manage their personal lives appropriately and get the proper rest necessary to maintain their immune systems during such a critical time. As a result, there will be more returns that are extended past the April 15, 2020 filing deadline. With the payment relief, there will be no detriment to any of our clients. We are currently developing a plan for our entire team to work remotely so that we can continue to work for our great clients if we are asked to shelter at home by our local government.

Thank you so much for your understanding during this difficult time.

A handwritten signature in black ink, appearing to read "Seth D. Fink".

Seth D. Fink, CPA

A handwritten signature in black ink, appearing to read "Marianne Bilodeau".

Marianne Bilodeau, EA