

## COVID-19 RELATED ANNOUNCEMENT

Dear Client,

As you know, the past few weeks have brought many changes to our daily lives as we navigate the uncertainty and upheaval caused by the coronavirus. Despite these challenges, we remain committed to our mission of providing you with ethical and professional services. That commitment includes our desire to safeguard the health and safety of you and our staff and families. To that end, we wanted to update you on the latest pronouncements from the Treasury and the actions we will be taking in light of that.

- The Treasury has just announced that all taxpayers will be given an extension of time to PAY 2019 taxes due up to \$1 million until July 15, 2020. However, you must still FILE your returns by April 15, 2020, unless you file the Form 4868, Extension of Time to File. As such, we will continue to work through your tax return information but will proceed as if the new tax deadline is July 15, 2020. We will file any/all extensions on April 15 as mandated by the Treasury. 2020 estimated tax payments have not been addressed at this time but we will keep you informed as these pronouncements come through.
- To minimize risk to everyone, we are asking that staff and clients forego face-to-face interactions for the next few weeks.
- Our staff may be working remotely for the next few weeks but you can still contact us directly via email, telephone, voicemail-to-email or Microsoft Teams. All original client documents are scanned and stored in our electronic files and are only accessible through our secure server. No original client documents will leave the office.
- We encourage you to make use of the secure delivery feature on our client portal to send documents to the firm. However, you may drop off your tax documents at the office and we will scan and distribute to staff as appropriate. Again, your hard copies will remain in the office at all times.
- All staff will use the utmost care in safeguarding our work product and your documentation. We appreciate that these process changes will require some flexibility, patience and understanding as we endeavor to work to develop a solution that minimized the inconveniences to you and our firm.
- We are working diligently to get through as many returns as possible. We also have staff who are left to navigate issues with their children being out of school for the next few weeks. Please understand that there will be delays this year and given the extension of time to pay, we anticipate filing more extensions this year than usual.

We will continue to monitor the local, state and national health advisories and will advise you of changes in our contingency plans if additional measures are necessary to support clients, co-workers and our community. We will also keep you informed of tax law changes as they are pronounced.

Thank you for your patience during this time and please let us know if you have any concerns or questions.

Sincerely,

Novosad, Lyle & Associates, P.C.