

To our clients,

As you are all likely aware, the recent events relating to the COVID-19 pandemic have brought concern and uncertainty to many of our daily lives. While we wait for our government to communicate plans for dealing with the virus and its spread across the US, we wanted to let our client base know that we are taking the following precautions to reduce exposure to the virus in our office to both our clients and staff:

- Reducing face-to-face interactions and sanitizing our office space regularly throughout the day.
- We will be mailing all completed tax returns to clients via priority mail, so we can track its status
- We ask that all drop offs utilize our drop box located right next to our front door

We would also like to communicate that we cannot control the greater reactions to the pandemic and their effects on both our staff and clients. As both schools and day care facilities close for the next few weeks (hopefully), many of our staff with younger children will be unable to work their regular schedule. This will undoubtedly affect our ability to complete projects as timely as we normally would. Rest assured, we will complete your returns and financial statements as quickly as possible.

On March 17, 2020, the Federal government extended the time to PAY taxes out to July 15. They have not yet extended the time to FILE beyond April 15. At this point, returns not completed by April 15 will need to be extended (although we are hopeful that they extend filing to July 15 as well). There will not be the need to complete tax returns by April 15 to see if taxes are owed, so extending returns will be without those ramifications.

We are encouraging clients to mail in or drop off their information as soon as possible so we can continue to work on them as time allows. We will contact you with questions and, should you have any questions, you should feel free to call us to discuss. We will all do our best to keep life moving as normal during these abnormal times.

Thank you in advance for your understanding and assistance.

Gould, Stinson & Comer, PC & Staff



Gould, Stinson & Comer, P.C.

Gould, Stinson & Comer, P.C.
8128 West Main Street
Kalamazoo, MI 49009
p. 269.372.0001
f. 269.372.1044
www.cpa-gsc.com