



**Firley, Moran, Freer & Eassa, CPA, P.C.**

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To our valued clients,

As the Coronavirus disease (COVID-19) emergency continues to grow, we want to share our Firm's efforts to preserve the public health and safety of our team members while continuing to provide the highest standard of client service as best we can during the midst of the spread of this disease. Because information about this pandemic is continuously changing, we will do our best to keep you up to date with any changes in our plans as well as matters that may impact you.

Several fiscal policy proposals are being worked on in Congress. We expect that whatever relief is passed will include tax and other incentives that will need to be evaluated for applicability to our clients. We will continue to communicate the latest policies and due date changes through future correspondence as they are finalized. As of this writing, we anticipate that the Treasury and the IRS will announce filing and payment relief but there is no concrete information available to share as it relates to these extensions or other changes that may have an impact on this busy season.

As a technology-enabled firm, we are prepared to serve you virtually through our secure online portal and communication tools. If you are not already using our client portal to send in your tax and other secure information electronically, we would encourage you to take this opportunity to familiarize yourself with these tools and begin using them. If you have scheduled an appointment with one of our team members, we would highly encourage you to contact them to determine how best to conduct your meeting remotely. Our entire firm has the ability to work remotely and is capable of conducting meetings via video conferences or traditional phone communications.

While none of our team members have tested positive for this virus, we are following the guidelines recommended by medical professionals across the country. We care deeply for the well-being of our employees, clients, and community, and, as a result, are instituting a policy of limited physical access in the days and weeks ahead.

Our role as your most trusted advisor is to help you through these trying times, whether that be planning to minimize your taxes or helping you with cash flow or planning during this disruption. Please contact us should you need assistance with these or similar issues as it is our intention to be available during this time of uncertainty.

Thank you for your patience as we work through the ever changing environment that has been created by this outbreak. If you have additional concerns or questions or need help setting up your secure portal access, feel free to reach out to us via phone or email.

Sincerely,

*Firley, Moran, Freer & Eassa, CPA, P.C.*

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