

## **COVID-19 UPDATE FOR ALL CLIENTS:**

In an effort to help minimize the spread of the 'novel coronavirus,' TWRU CPAs and Financial Advisors is working to minimize interactions and allow employees to work remotely as necessary.

### **CLIENT MEETINGS:**

TWRU has suspended all face-to-face meetings. The length of this emergency measure is unknown at this time but know that we are continuously monitoring the situation and will communicate with you when we feel able to meet with clients again.

### **CLIENT INFORMATION:**

If you have not gotten your current year information to us yet, you may mail it, send it through our secure client portal on the web or drop off at the front office. If you chose to drop off, please know that contact with our staff will be limited. We will log your name and the date, and you will be asked to deposit your packet into a quarantine box. If you want to use the secure portal please contact your CPA to be assigned a user account or email us at [info@twru.com](mailto:info@twru.com). Once we begin working on your taxes, we will contact you to discuss the information and any questions we may have.

For returns in process, we will be in contact with you as soon as they are completed. We are encouraging that you allow us to mail you your returns or send you an electronic copy, but we will have pick up available – again with limited contact.

### **OFFICE HOURS:**

We have suspended our extended office hours and are only open Monday – Friday 8am – 5pm and Saturday 9am – 1pm. Many of our staff will be working remotely but all have access to email so please use email as the preferred communication.

### **RESOURCES:**

There have been discussions regarding relief for paying certain taxes. An article outlining the proposed relief can be found at <https://www.journalofaccountancy.com/news/2020/mar/90-day-delay-tax-payment-deadline-coronavirus-23197.html>. As stated in this article, the relief as it was presented yesterday is only a delay in tax payments not an extension of the filing deadline. At this time, we are not aware of an official announcement, but as soon as anything is released we will communicate it on our website at [www.twru.com](http://www.twru.com).

As always, we thank you for choosing TWRU and appreciate your patience as we all move forward during this difficult situation. Please know that our staff will continue to take care of your tax and accounting needs during this time

Sincerely

Sara Downing  
Managing Partner