



TEMPORARY PROCEDURES AND INFORMATION

We sincerely hope you are all safe and healthy this filing season. As we know you are all aware, a great many safety guidelines have been put in place by federal, state and local governments due to the concerns over limiting the spread of COVID-19 (Coronavirus). Included in all of these updated procedures are requests for limited contact with one another and the closing of many facilities. In recognition of these parameters the IRS and Treasury Secretary have made several announcements that will affect you and us.

As you have likely already heard, Treasury Secretary, Steve Mnuchin, announced today, March 20th, that the filing deadline has been moved to July 15, 2020. Additionally, on March 18th, the Treasury Department and the IRS announced that the payment deadlines for returns with a due date of April 15, 2020 are being automatically extended to July 15, 2020 for those with 2019 tax liabilities up to \$1,000,000. This applies to all entities other than Corporations. Corporations receive the same extension periods for up to \$10,000,000 of taxes due. This relief also applies to estimated tax payments that are due April 15, 2020.

In an effort to abide by these everchanging concerns and recommendations, we will continue to be in the office during normal working hours of 8 to 5 M-F. However, we plan to keep the doors locked to limit the exposure of unexpected contaminations to our staff and you, our clients. With that said, we ask that you contact us primarily by mail, phone or e mail. We will also use these methods to contact you. We are postponing any face-to-face client meetings until the danger from this outbreak has passed.

We will continue to make every effort to provide you with timely service, but we are working with reduced personnel due to this outbreak. Several of our staff have small children, school age children, or family members who are in the "at-risk" categories, so we have made accommodations for their work requirements as well. We will continue to work to complete your returns in a timely fashion, but we may find it necessary to delay your filing. As the extension for filing and payment is automatic, we hope this will not inconvenience you. However, we do ask your understanding in these unprecedented times. If you have a particular concern or need, we ask that you contact us as soon as possible, so we can appropriately prioritize our work schedule and your needs.

We ask that you allow us to send your completed returns by mail or email. We have the capabilities of sending most returns for electronic signature and would be happy to do so. A copy of the completed return is automatically sent with the signature request. If you have any questions about this process, please contact us. If you would also like a paper copy of your return, please let us know and we will furnish this to you.

If you do need to drop off information or pick up a return or other documents, we ask that you please phone us when you are in the parking lot at 903-597-2021 for Tyler or 903-839-8833 for Whitehouse. A table has been set up just outside the doors entering our offices. When you call, you will be given instructions to either leave your information in one of the boxes on the table; or, if picking up documents, we will place your documents in one of the boxes and give you instructions accordingly for pickup. The box and information will be monitored at all times by someone from our staff, so that your information does not remain unobserved. If the above options do not work for you, we ask that you call, so we can work out some other option with you.

We ask that you sign any necessary forms and mail or scan and e mail them to us.

We all pray this outbreak will soon pass, and everyone can resume their normal schedules. We also pray for all our clients and small business owners that they will survive this temporary setback and thrive in the future. If we can do anything to assist you, we will be happy to do so. Our webpage will be updated as additional information becomes available. Please check at www.sjscpa.com for further information. We will also notify you on the webpage as soon as we resume a normal schedule.

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