

March 16, 2020

Dear Clients and Friends:

Due to the current situation related to the COVID-19 outbreak, our offices will be temporarily closed to the public effective today, Monday, March 16th. Any appointments or meetings which were scheduled to be held at our offices will need to be rescheduled. Our staff will continue working remotely to ensure that we continue to provide uninterrupted service to you during this time. All of our personnel have secure and remote access to our software and systems.

Although we have not been informed of any changes to the tax filing deadlines, we anticipate that some relief may be forthcoming and will inform you of any changes as soon as we become aware of them. In the meantime, we encourage you to continue to provide us with information need to complete all tax filings and other services through our secure portal, email, or via the U.S. postal service.

We will continue to answer phone calls received in our office during normal business hours, however, we encourage you to communicate by email as much as possible. As mentioned earlier, our entire staff is continuing to work remotely without interruption.

Our greatest concern is the safety and welfare of you and our employees. We will keep you informed of any changes to this policy in the days to follow. We wish you good health and safety during these challenging times. We value the trust and confidence that you place in us.

As always, please don't hesitate to call if you have questions.

Sincerely,

Rainer & Company