

COVID-19 Update from Sinel Wilfand & Vinci, CPAs Inc.

To our Clients and Friends:

During this time of uncertainty, our primary concern at Sinel Wilfand & Vinci, CPAs Inc. is the health and well-being of our employees, our families, our clients, and those with whom we interact. As a result, we are letting you know some of the ways we are addressing these concerns.

- Our office will remain open unless instructed to close or if there are internal indications of any significant health risks.
- Per the recommendations of the CDC, the federal government, and state health agencies, we have eliminated handshaking and are cancelling all face-to-face meetings until further notice. We realize this is an inconvenience for everyone, especially this time of year when we look forward to seeing and talking to our clients and friends.
- If you have not yet provided your documents to us for preparation of income tax returns, we strongly recommend that you mail your documents to us using USPS, FedEx, UPS, etc.
- For the remainder of this tax season, we strongly discourage drop off of paperwork in our office. If you choose to drop off documents, we will have a table with a drop off box inside our reception area in our office for you to leave your information. Our receptionists will not be directly accepting documents from clients. All dropped off documents will be retrieved from the drop off location by our administrative staff.
- Instead of mailing information or dropping off, you may also choose to send us your tax information electronically through our secure portal or encrypted ShareFile email. Please contact us if you would like us to provide such access.
- Unfortunately, at the present time, in office pickup is not an option. Therefore, we will mail completed work (tax returns, financial statements, etc.) to you via USPS; unless you contact us and request we use FedEx.
- Many of our staff are equipped to work remotely if necessary, but we respectfully ask for your consideration this year if there are processing delays that are outside of our control.
- There will inevitably be more tax return extensions that need to be filed due to delays in obtaining information as well as the obvious issues caused by the health concerns. The sooner we receive your complete tax information, the better.

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- It appears that the IRS and most states will grant automatic extensions of time to file and/or pay. However, we are waiting for additional guidance.
- Even though some extensions have already been announced and we expect additional announcements, please continue to provide your tax information to us as soon as possible.
- Please continue to reach us by phone or email during this unprecedented time.

Please do not hesitate to call or email, if you have concerns regarding business matters such as staff, unemployment filing, Temporary Disability Insurance, banking needs, etc.

We will do our best to accommodate our clients and friends until these issues settle down, and we will provide timely updates as this situation is rapidly changing.

As always, we thank you for allowing us to continue to serve you.

Sinel Wilfand & Vinci
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