



March 23, 2020

Aaron Smith, PC continues to monitor the Coronavirus (COVID-19) outbreak and we are paying close attention to how it impacts our staff, clients and businesses in which they work and serve. We also understand that concerns surrounding the Coronavirus are affecting our clients.

On March 17th, out of an abundance of caution, Aaron Smith PC suspended all in person client meetings. Beginning today, the majority of our staff will begin to work remotely. Our office will continue to be open Monday through Friday from 8:30 a.m. to 5:00 p.m. but staffed only with a skeleton crew. While we work remotely, the best way to reach us will be by email or by calling the office and leaving a voicemail. All of our email addresses are found on our website (www.aaron-smith-cpa.com).

In addition to continuing to prepare 2019 tax returns, we are also in the process of studying the recent changes made by the Coronavirus tax acts that have been enacted. We will do our best to keep you informed of how these laws may affect you and your business.

Additionally, as you may be aware, the tax deadline has been extended until July 15, 2020. Despite this extension, if you have not already sent us your 2019 tax information please do so. We have several options available to you for getting us this information. First, you can mail it to us. Second, you can drop it off. We have set up a drop box just inside our door to receive your information. Finally, you may send us your data digitally in pdf format via either the Portal or FileShare. Both of these systems are accessed via our website. Our website is found at www.aaron-smith-cpa.com and the links for these two systems are at the top of the home page. Please contact our office for an invitation to the Portal and/or register for FileShare at the link on the site only if you have not done so previously. If you already have a Portal with us, or have registered for FileShare, you do not need to do it again. Just use these systems to send us your data. Updates on our business policies concerning the Coronavirus will be posted on our site from time to time.

The health and welfare of our staff and clients is of utmost importance to our firm, as well as the general public. Therefore we will continue to monitor the situation and provide updates as necessary. Please contact our office if you have concerns.

Aaron Smith, P.C.