

## Response to COVID-19

### A message to our clients from Owner, Kim Edwards

Dear client,

All of us at Edwards CPA Group are here for you.

We know you have so much to take care of – your family, your business, your pets and finally, your taxes. We want you to know that through the current coronavirus (COVID-19) situation, you can count on us to be here for you.

Together, we can take steps to help isolate and stop the spread of this virus.

Although we love seeing you and shaking your hand, it's not the best practice right now.

Here's our plan:

We will be open during normal business hours with some changes to delivery of information/documents, meetings and payment.

- Although the risk is very low in our industry and location, we are still not taking any chances. We will be asking any new or existing clients who request a meeting to consider doing it via Zoom webinars, Video through Messenger or by phone.
- We will request that each completed tax return be emailed or mailed to you, rather than having it picked up in person. We will also mail any original records back rather than having it picked up in person.
- We will ask for payment when the returns are finished, and Invoices can be paid over the phone with a debit or credit card or alternately, checks for payment can be left in entry way, or in lock box or paid online securely via email.
- We are making sure our offices are safe. This means extra daily cleaning for the safest environment.
- Health and safety are our top priority. We are taking care of our employees so they can take care of you. This includes offering secure remote work from home opportunities so that nobody must leave their child or come to work sick.
- **Our office entryway and lockbox will be for incoming documents, files, etc. if you feel the need to drop them off at the office. The main doors will be locked. The entryway will be open from 8-5. We have a notice on the door and on this website for filing deadlines and up to date Information.**

If there is anything we can do to assist you during this challenging time, please let us know. Stay safe and healthy!

*Kim R. Edwards and everyone at Edwards CPA Group*