



COVID-19 UPDATE | MARCH 13, 2020

To our valued clients and business partners,

At CRR, the health and safety of our employees and our clients is of paramount importance. For this reason, we are taking specific precautions to protect our staff, clients, and visitors during the current outbreak of Coronavirus (COVID-19). With more confirmed cases being reported each day, we are considering the potential impact and how we can best protect our clients and staff.

According to the most recent information from the CDC, for most people, the immediate risk of being exposed to the virus that causes COVID-19 is low. However, we want you to feel comfortable working with our firm during this important and critical time of year. Below, we've outlined how we are working to minimize potential risk as we work toward tax deadlines together.

Electronic options - To protect both our staff and our clients against potential virus spread, we are recommending that where possible, we conduct information sharing using electronic options. While having your tax advisor face-to-face can certainly alleviate stress around this time of year, we can accomplish much with telephone and electronic sharing. To provide us with documents, you can send items through ShareFile, our secure file-sharing portal, which is available on our website under Client Tools. Additionally, we urge you to take advantage of the option to e-sign and receive e-delivery of your tax returns this year. As an added bonus, if you e-file your federal return, you often can begin tracking your refund as soon as 24 hours after the IRS accepts your tax return.

Remote considerations - Because we are taking the spread of this virus so seriously, we are working on a plan of action in the event that our physical office needs to close. Should this occur, we want to assure you that our work will not be disrupted as we move to a completely virtual environment. Our staff members are generally able to work remotely for as long as they may need to.

Rest assured, we are monitoring this developing situation closely. If any major changes occur, such as the need for an office closure, we will update you immediately with details. Thank you for your patience and trust in CRR during these unusual circumstances. If you have any questions or further concerns, please do not hesitate to contact our office at (781) 279-7788.

Best Regards,

A handwritten signature in black ink, appearing to read 'D. Richards', is positioned above the typed name.

David J. Richards, CPA, MST
Managing Partner
CRR, LLP