



*Santi & Associates, PC*

Certified Public Accountants

Dear Friends and Clients:

These are extraordinary times and things are changing almost hourly as our country and the world adjust to create and optimize protocols to help protect us from the Coronavirus/COVID-19. It is affecting our lives, jobs, social and business interaction and even the simplest and most routine behavior in ways we could not even imagine a few short weeks ago. We are a resilient and innovative society and we will continue to figure out how to move forward and stay safe.

We want to assure you that we are making every effort to help stem the spread of infectious germs while continuing to prepare, check and file your tax returns as is normal for this time of the year. What is *not* normal are the social distancing protocols and other CDC and governmental guidelines in place to help responsibly mitigate the spread of the virus. To that end, we are hoping for the best and preparing for the worst. We are asking you to help us protect you and our staff by avoiding coming into our office. Instead, we are requesting that you deliver your tax information in one of the following three ways:

1. Mail, email or upload your tax documents to our portal
2. Deposit your tax documents in the secure box located right outside our front door. It is checked hourly.
3. Call us upon your arrival and we will happily come out to your car and get your information

Once we have received your tax documents, you can schedule a telephone appointment with Roger or another CPA to discuss your return. Please allow a few business days between delivering your information and the call so that we have time to review your documents.

Santi & Associates appreciates your friendship and the privilege to serve you. We pledge to do everything in our power to help keep everyone healthy and safe while still providing the prompt and professional service to which you are accustomed. If we all face these uncertain times together with caution, perseverance, and faith in the future, we are confident we will all get through this in the best possible way.

Thank you for your help. Thank you for your business. Please let us know if we can help you in any other way.

Roger Santi