

## Zaffore Ruane PCs CPA Response to COVID 19

As with many of you, we are closely monitoring the developments with the Coronavirus (COVID-19) and the impact it is having around our local community and the world. The safety of our clients and staff is a top priority during this difficult time. Our firm is still working diligently to make sure our services are available to you during tax season. We are doing our part to help reduce the transmission of the virus while also balancing out your service needs. Below are some steps we are taking to help achieve our objectives:

- We will be limiting our physical presence in the office. Fortunately, our firm has kept pace with technology, and therefore many of our staff can still move forward with your tax preparation while working remotely. There will be a limited presence in the office, which will help to keep our employees at a safe social distance from visitors to the office and each other. We strongly encourage as many of you as possible to either utilize our drop box in the rear of the building or upload it to our secure portal for document delivery. A reduction of foot traffic inside the office will help to keep us all safe.
- Attempts will be made to convert face-to-face meetings into phone calls, email communications or teleconferencing. Your contact within the firm will reach out directly to discuss your options if you have a meeting scheduled.
- While our team is working overtime to file as many returns as possible, their continued good health and well-being is our foremost concern. Our team members are no strangers to heavy work schedules, but pushing the hours to excess can have a detrimental health effect. We will continue to work overtime to serve you, utilizing a slight scale-back as deemed necessary to protect our team members and their families. This may cause us to extend a higher number of returns than usual. We will be taking precautionary measures by filing extensions early, just in case this is necessary for your return. If you haven't done so already, please return your questionnaire with the signature providing us permission to extend.

Our firm is staying apprised of developments from the Treasury Department and the IRS. It was announced today that the federal government has extended the tax payment deadline to July 15<sup>th</sup> for taxpayers owing up to \$1M (\$10M for corporations). Further clarification is needed on whether there will also be an extension for first-quarter estimated payments for the 2020 tax year. The government has not yet provided specific details on whether an extension form will still be required by April 15<sup>th</sup>, so our firm is operating under the assumption that we will still be submitting forms under the standard timetable. Colorado has not yet declared whether an extension will be granted to coincide with the federal government.

**What you can do to help us** - please respond to this email and permit us to extend your 2019 tax return, if you have not already done so. This way if the government mandates an office closure, if internet bandwidth issues arise due to a large segment of the public working from home, or if one of our team members becomes ill causing us to be short-staffed, we must have everyone timely extended. We assure you, we will continue working as best we can.

Our team cares deeply for our clients and our community, therefore we will do our part to continue to balance safety with a high level of service and minimal disruptions. Please let us know if you have any questions or concerns.