

# SPENCER

—business solutions—

Ongoing risks associated with the Coronavirus pandemic are forcing businesses to make difficult decisions. We are doing everything we can to protect our employees and clients while minimizing the risk of disruption to our business. As a precautionary measure, we have decided to close our offices to visitors beginning at 5pm on Monday, March 23<sup>rd</sup> until further notice. However, we will continue working as normal either remotely or in-office.

We realize many of you have not yet had an opportunity to deliver your associated documentation to us in preparation of your 2019 tax filing. Below are a few methods for you to get us your information in plenty of time before the filing deadline:

1. The office will be open Friday, March 20<sup>th</sup> and Monday, March 23<sup>rd</sup>. Please take a moment to gather your information and bring it to us at our High Street office location between 8:30am and 5pm.
2. Alternatively, we will provide you the ability to submit all of your information electronically through our secure client portal. You can simply send us an email and we will provide you with a personalized link to upload your documents without having to bring them to our office.
3. As a final method, you are welcome to mail all of your documents to our offices at: 209 E. High Street, Suite 202, Lexington, KY 40507. If you choose to use the mail service, please make sure you pay for tracking information at the post office in case of delay.

**If you prefer to wait until after April 15<sup>th</sup> for us to handle your tax prep, we will be glad to file an extension on your behalf. Please send an email or give us a call to let us know.**

As always, we remain committed to working with you during this challenging time. If you have any questions or concerns, please contact us directly.

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