

March 24, 2020

To all our valued clients:

US Treasury Secretary Steven Mnuchin has announced on March 20, 2020 that the 2019 federal income tax filing deadline has been extended from April 15 to July 15<sup>th</sup>. The extension also applies to 2019 income tax payment and 1<sup>st</sup> quarter 2020 estimated tax payment due on April 15, 2020. Individual who owes taxes of \$1 million or less and business that owe less than \$10 million can delay paying their tax balance until July 15, 2020.

If you have state tax return and payment, several states have already issued guidance regarding their state deadlines while others will likely release instructions in the coming weeks. We are monitoring the situation and we will provide further guidance in near future.

The governor's mandate to close non-essential businesses did not include accounting services. Our hours of operation are Monday through Friday 8am to 5pm. We will continue to process your tax work if it is in our office, on a first in/first out basis. We encourage you to continue to send us your tax work via US mail or drop it off at your earliest convenience. Please avoid calling our office to check on the status of your return. We are working at reduced capacity, so we ask for your patience during this difficult environment.

For those clients for whom we prepare a partnership, S corporation or trust tax returns, we have either already filed or will be filing an extension as required by the IRS based upon the due date of the tax return. Those returns will also be worked upon in the order received.

We thank you for your patience and patronage, but more importantly, we wish good health to you and your loved ones.

Your Team is here for you!!

*Proctor Company*