

Hello everyone,

In light of the coronavirus that has swept across the nation, the State of Emergency in Fort Worth as declared by Mayor Price, the local disaster declaration from Tarrant County, published guidance from the CDC, and my heartfelt desire to do what's best for my clients, employees, and everyone our work impacts, I have decided that **our office will close at noon on March 16.**

**What this means for you:**

- Not much is going to change. Just don't drop by to say hello.
- We'll still be working tax-season hours everyday, just not from the office. Your tax returns and other work will still be addressed as rapidly as possible.
- Email will be the best way to get in touch. If you call, we won't be there to answer, though we will check phone messages at least once a day.
- Instead of meetings, we'll be scheduling phone calls or web conferences. You can still upload important documents to our portal as many of you have been doing for years. We'll be accessible, it will just look different that it has in the past.

My prayer is that this winds up being an overreaction that we all get to laugh about in a few weeks. My fear is that the situation will get worse before it gets better and every proactive step we can take to prevent the spread of the virus will be necessary to flatten the curve.

**What we'd like to know:**

This virus is going to impact our clients and the people they serve in different ways. We'd like to hear from you to know:

- How things are going. I've talked to some clients that are experiencing upticks in business while others are seeing cancellations and lower revenue. I obviously haven't been able to talk with everyone, but we want to know how you guys are doing.
- What steps you're taking to mitigate the impact on your businesses.
- Anything you've already learned that might help others. We're more than happy to share tips and suggestions.
- Anything more that we might be able to do to help out. We want to be a resource to our clients especially as we're all working through such an uncertain situation.

**What you might want to know:**

- More about the virus and potential ways to slow it down:
  - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
  - <https://www.sba.gov/page/guidance-businesses-employers-plan-respond-coronavirus-disease-2019-covid-19>
  - <https://www.washingtonpost.com/graphics/2020/world/corona-simulator/>
- The AICPA sent out a letter today saying they anticipate that the due date for personal tax returns will be extended for everyone possibly by up to 90 days. **While nothing is official yet,** this is something we'll be watching closing.

- Obviously, if you're expecting a refund, we don't want to wait that long. Go ahead and upload your tax documents and we'll get started on them as soon as we can. Not sure how to upload docs to us? Send me an email and we'll send you a link.
- The Small Business Administration has stated they will be offering low-interest federal disaster loans for working capital to help small businesses through this. While details are very scarce at this point, as soon as more guidance has been issued, we'll be passing it along. I already have talked to some entrepreneurs that are going to need the capital and know there will be more.

While these are uncertain times, please know that we are doing everything we can to keep work moving as usual while taking care of the people around us. If you have any questions or would just like to talk about your situation, please don't hesitate to reach out.

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