



March 15, 2020

Dear Clients and Friends,

We live in interesting times. Few of us could have anticipated how the global effort to slow the spread of COVID-19 could so quickly affect our daily lives. We are following developments closely and prioritizing the health and well-being of our staff, clients and families. I wanted to take a moment to update you on safeguards we have put in place as well as assure you that work continues here at TMG.

We have decided to close our physical office and are transitioning all staff to a full remote work plan as of Monday, March 16th. This decision was not made lightly – it is tax season after all. We recognize the enormity of the challenge in front of us over the next few weeks. Our staff has always had the option of working remotely. However, over the past few days we have been working closely with our IT team testing our capability and making improvements where necessary to ensure our ability to work remotely for an extended period of time. We understand your concerns regarding security of your private information. We have verified with our IT team that sensitive data remains protected.

We have worked diligently to file (or extend) all business tax returns ahead of Monday's filing deadline. We expect those filings to be completed today. As our focus turns to preparing and filing individual tax returns, we have created additional checks and balances in our process to ensure that every member of our staff can follow the flow of projects through our system in real time. We have full access to our programs as well as federal and state filing systems. We know that communication is important - even though we are not physically present in our office we will be able to respond to your calls and emails in a timely manner.

It is fortunate that we have already had in place programs that allow you to upload documents to us securely, review and sign your tax returns as well as pay

invoices from the comfort of your own home. We hope this provides some measure of reassurance during this time.

This week, President Trump declared a national state of emergency over the Coronavirus and has instructed the Treasury Department and the IRS to extend the April 15, 2020 deadline for filing federal income tax returns for those affected by Covid-19. The president did not state the date to which taxpayers will be allowed to delay their tax filings nor did he specify which taxpayers would be eligible for this tax deadline relief. If the deadline is extended, it is likely that most state legislatures will follow suit. We are monitoring information issued by the IRS, Department of the Treasury and state departments of revenue and will update you when we know more.

In the meantime, we know that your focus is on the health and well being of your family, friends, neighbors and colleagues. Remember to take care of yourself as well. We look forward to catching up with you in person later this year when conditions improve.

A handwritten signature in blue ink that reads "Dawn McGruder".

Dawn McGruder, CPA
President