



## 2019 Tax Returns COVID-19 Update

Dear Client,

As we continue to monitor the rapidly evolving situation around the coronavirus (COVID-19), our top priority is the safety of our associates, clients and communities. We are here to listen, answer any questions you have, support you and help navigate this situation together. At this time, we are no longer holding in-person meetings or visits in our office.

We will be available Monday-Friday 9-5 and Saturdays 9-3 by phone (215-504-5722) or email:

[bob@smallcpa.com](mailto:bob@smallcpa.com) -Bob

[klj@smallcpa.cpm](mailto:klj@smallcpa.cpm) -Kelly

[haw@smallcpa.com](mailto:haw@smallcpa.com) -Holly

Announced on March 20<sup>th</sup>, the IRS has delayed the tax deadline from April 15<sup>th</sup> to July 15<sup>th</sup>. The IRS is still processing tax returns and mailing out refunds as usual. If you're looking forward to getting a refund, e-filing and choosing direct deposit will get you that refund quickly, usually within 21 days. Even though deferment is permitted through this temporary policy, taxes will ultimately need to be computed and paid.

In these uncertain times we remind all clients we offer the option of mailing, faxing, emailing or uploading all materials and documents for tax preparation to our secure portal. If you would like to drop off your tax information, our mail slot is always an option and we will confirm receipt of your information within 48 hours. Please include current contact information (phone & email).

If you would like to send your tax information to us via email, here's how you can easily and securely upload your documents to us:

- Notify us by email that you want an invitation to the SmartVault portal.
- You will receive an email with the invitation to login into the portal and finish your account activation.
- Once your activation is complete and you are in SmartVault you will see you have been given permission to upload files to the folder created for just for you.

If you have already submitted your tax documents to us for preparation, we will be in touch upon completion of your returns. We are happy to send your bound returns to you through USPS Priority mail and/or upload a PDF copy to the SmartVault portal. Upon receipt you will need to review your 2019 returns and notify us that we have your authorization to e-file your returns. You can sign and mail back the e-file authorization form with your invoiced payment or you can upload the signed e-file form to the portal and contact us to make payment via credit card over the phone.

Thank you for allowing us to serve your tax needs. We value our relationship with you and are committed to continuing to earn your trust and business.

Very truly yours,

Robert F. Small  
Principal