

As the COVID-19 outbreak continues to evolve, we have found it necessary to change how we operate during the upcoming weeks. While we will continue to diligently serve our clients, we also recognize the importance of keeping our employees and our clients protected from this virus.

We have moved to a mostly remote working environment. This means that our office location will have minimal staff on site, and we will be primarily interacting with our clients via telephone, e-mail, and our online portal.

Our phone systems and e-mail are fully functioning. Dialing our office number will route to our team as normal. We will make every effort to return telephone calls within 24 hours. We have had remote access for our employees for some time, so making the switch to a virtual environment should be fairly seamless.

We are going to minimize and discourage live client meetings in order to protect everyone's health. Instead, we believe that sharing of data, phone calls and e-mail can effectively replace many of these meetings.

If you need to bring things to the office or pick things up from the office, we will have someone available to assist you. However, we strongly encourage you to mail information to us, or send it electronically. We will also be mailing more tax returns to our clients to minimize traffic in and out of the office.

Many of you currently use our online portal to send and receive documents electronically. Please contact us if you would like to have a portal set up for your use.

We appreciate your patience and understanding as we move through the coming weeks. If we can be of assistance to you, please let us know.

Thank you for your understanding. We hope you all stay healthy.

The Partners of Regier Carr & Monroe, L.L.P.