



Dear Client,

In response to the COVID-19 outbreak that has been affecting our cities and communities, we at Riley Martin CPA want to do our part with stopping the spread of the virus as encouraged by Minnesota Department of Health. We are implementing the following procedures beginning Monday, March 16<sup>th</sup>:

- 1. We will **no longer be scheduling face-to-face meetings with clients**, either to drop off or pick up tax return information at our office in Otsego, until further notice. Our firm has the capability to operate in a paperless manner, and all communications between our professionals and our clients can take place via telephone, email, and/or videoconferencing.
  
- 2. For those **clients who have scheduled appointments over the upcoming weeks**, please
  - utilize the U.S. Postal Service or similar service to mail us your information
  - utilize your secure online portal at <https://www.rileymartincpa.com/client-login> to upload your information, or
  - utilize our secure “drop-off” box located near our office suite door (available during **BUILDING hours**). Our “drop-off” box will be checked by the end of each working day. Normal BUILDING hours are from 7:00am to 6:00pm, Monday through Friday, and from 8:30am to Noon on Saturdays.
  
- 3. For those **clients who’s tax returns are in progress**, upon our completion of your tax returns, we will be contacting you directly (via email or phone) to arrange the next steps to file your tax return.

Our professionals are equipped to provide you with continued service remotely, and they can be reached via telephone, email, and videoconference in case your situation requires immediate attention.

We assure you that we are doing everything we can to make arrangements to prepare accurate and timely tax returns for you. We will do our best to communicate with you as we continue to learn about measures to take to control the spread of the virus and the possibility of the April 15<sup>th</sup> tax deadline being extended.

Please contact our office at 763-786-7899 if you have any questions or concerns.

*Riley Martin Ltd*