



Dear Clients,

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 16th:

- 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.
- 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.

ATTENTION: Both the IRS and the Minnesota Department of Revenue have automatically extended the due date of 2019 Individual Tax Returns from April 15th, 2020 to July 15th, 2020. This includes filing and paying any balance due without interest and penalty.

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 have set our goal to complete a majority of client tax returns by May 15th, 2020.

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

Riley Martin Ltd