

HAPPY THANKSGIVING from *C² Tax & Payroll Associates!*

We hope that this email finds you and yours doing well as we begin to wrap up 2020 and move forward into 2021. This has been a year different from any other not only for us, but we imagine for most of you as well. COVID-19 has certainly changed how we do things and as we get ready to move forward into the upcoming Tax Season we wanted to talk to you about some of the changes we have made to our office, our practice and how we will proceed doing business at this time.

- ✓ If you are feeling under the weather, have a fever or have been exposed to anyone that has been diagnosed with COVID-19 we are asking you to take time to feel better prior to making your drop off or pick up appointments. Your health as well as the health of our clients and ourselves is of utmost importance and we want to be as mindful as possible to limit any possible exposure to this virus or any other type of illness.
- ✓ Our office will be a Mask Required Zone. What this means is that, all visitors to our office are asked to always wear a Mask when visiting us (we will be sure to have ours on as well) and that you be sure that the Mask is covering both your nose and mouth. If you have a medical reason that prohibits you from being able to wear a Mask please let us know and we will be happy to make other accommodations for you for the Drop Off and Pick Up Processes.
- ✓ At this time we have no plans to conduct any Face to Face appointments in our main office area. Drop Offs and Pick Ups will all be conducted in what is known as our Waiting Room Area and no one other than our staff will be permitted beyond that area at any time in order to limit the area that will require additional sanitization.
- ✓ We will be offering a Portal to you this year where you will be able to upload your tax documents to us which will allow for you to only have to visit our office one time in order to pick up your completed returns. We believe that this will be a handy way for us to interact and continue to be efficient in the services we provide. More information can be found on our website.

<https://www.c2taxpros.com/client-portal-faqs.html>

- ✓ Survey – We are asking that you take a minute to click on the link below and complete the survey that will help us to provide you with the quality and professional services you have come to expect from us.

<https://www.c2taxpros.com/client-survey.html>

As always we wish to say “**THANK YOU**” to all of you for being a part of the *C² Tax & Payroll Associates* clientele and we look forward to working with you again this coming season! Referrals are always welcome and if you have found the services we provide to be of benefit to you in the past we would love for you to leave us a review on our Website, Facebook Page or Google.