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URGENT - Tax Processing Changes

March 16, 2020

To our valued clients and friends,

At Kramer & Jensen, the health and safety of our staff and clients is of great importance. Beginning March 17, 2020 our work will be conducted by remote access via secure logins by our team. We will not be in office between the dates of March 17 and March 31. We expect to continue to have access to our email communication tools, tax software, phone line and most client files. We will reevaluate whether to return to the office on April 1 or to continue to work remotely based upon the conditions at that time.

As has been our normal practice, our plan is to continue to work on returns on a first in, first out basis based upon the information we receive. If you have not already submitted your information to our office, we recommend considering the electronic option below for submission. As of today our building will remain accessible for sliding your materials under our door between 8:00 a.m. & 5:00 p.m Monday - Friday. over the next few weeks. If you have or will be sending your information by mail, we will retrieve our mail periodically during this two week period. In all cases, we will continue to watch for tax return filing deadlines and will plan on communicating with clients regarding the need for any possible extensions that may become necessary. Please rest assured that we file many extensions every year without any issues.

There may be some additional disruption to our normal business practices based upon extended deadlines and other possible measures that the federal, state and local governments and other organizations might direct in response to the Coronavirus. Therefore, we sincerely appreciate your patience and trust.

As always, we want you to feel comfortable working with our firm and especially during this unique and unpredictable time. If you have any questions or concerns regarding your tax filings, please contact us so that we may discuss your specific situation. We also strongly recommend you consider the following options that might be helpful.

Electronic Options:

To protect both our team and our clients against virus spread, we recommend where possible that tax return information be submitted to us electronically. For several years, we have offered a Citrix Sharefile data sharing tool that can help protect the safety of the electronic transmission of data. Many of our clients already avail themselves of the convenience of submitting data through this tool. We would be pleased to send you a link via email that you can utilize to transfer data to us. Please email tkoren@kramerjensen.com to request a link and access.

Remote Considerations:

While having face-to-face connectivity can certainly alleviate stress this time of year, many clients have appreciated being able to submit information to our office without an in-person meeting. We have found that we are able to very effectively communicate with clients via email and phone to discuss tax return preparation and other matters as needed.

Thank you for selecting our firm for your tax and accounting needs. We appreciate the confidence you have shown in us, and we remain ready to assist you at any time.

Scott Jensen
Kramer & Jensen, LLC

The contents of this newsletter are intended to convey general information only and not to provide accounting or tax advice or opinions. The content should not be construed as, and should not be relied upon for, accounting or tax advice in any particular circumstance or fact situation. We recommend you contact us to discuss the application to any specific situation.

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