



Maxfield • Peterson, P.C.
Accountants & Advisors

18 March 2020

To our valued clients and friends:

As we all face this uncertain time surrounding COVID-19, we hope you, your family, and coworkers remain healthy and safe, and we hope that we all get through the next several weeks with only minor inconveniences.

To protect the health of our staff, their families, and our clients, our physical offices will be temporarily closed to clients and the public until further notice absent special advance arrangements. Existing appointments will be honored while using recommended social distancing guidelines. We will handle the transfer of tax documents and information in one of several ways – hopefully one of which is convenient for you. For everyone’s benefit and health, we highly encourage methods 3, 4, or 5 below:

1. You may put documents in the locked drop box on the back side of the east post that is outside the front door of the Montrose office. Keep in mind that big fat packages of documents may not fit through the “in” slot;
2. You may call us to schedule a time to drop the documents at either the Montrose or Ridgway offices for live pick-up via staff;
3. You may contact our office for a secure email link to upload your already scanned tax documents;
4. You may fax the documents to our office via 970-249-9149;
5. You may send your documents to us via snail mail to:
Maxfield-Peterson, P.C., 1203 N. 1st Street, Montrose, CO 81401;
6. Or you may make other special arrangements, as are appropriate and necessary, to enable us to continue providing efficient service to you.

We will remain fully operational and members of our dedicated team will be working from home as needed. We are offering clients the convenience of video conferencing or “plain old” telephone conferences to discuss your tax matters. Simply contact our office as you normally would to schedule an appointment.

We always have the proper technology in place to service our clients and we do not presently anticipate seeing any business interruptions. However, as with anything these days, that could change and if it does, we will let you know.

Yesterday morning, the President and Treasury Secretary announced they may extend the April 15th tax filing and/or payment deadlines. As of this writing, March 18, 2020, the federal and Colorado **filing** deadlines have not been extended – but that could change at any minute. However, Treasury Secretary Steven Mnuchin did say that taxpayers can delay **paying** their income taxes on as much as \$1 million in taxes owed for up to 90 days. We have yet to see the IRS formally respond to this announcement but expect it at any time.

We are monitoring this situation closely and will provide updates to our clients as soon as we have more information.

Beth or Fiona, our office manager and her assistant, will be available to take your calls during normal business hours. Our entire team remains resolute to serve you professionally during this unprecedented time.

Last, during this international pandemic, please support yourselves, our community and our local businesses as best you can.

Stay healthy and aware.

Kind regards,

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