

Struhl and Burns Accountancy Corporation
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**Guidelines and Procedures for the Safe Preparation
of your 2020 tax returns**

Due to the turbulent and lasting nature of COVID-19, we will be adhering to the following procedures for your safety, and the safety of our staff and other clients:

- You are urged to scan and submit your materials online, using our client portal. **Please do not email your documents;** use our secure portal instead. If this is not an option for you, we ask that you call to arrange a drop-off time. To reduce exposure, you will not be permitted to wait while your tax materials are scanned or input.
- After we receive and process your materials, we will be in touch to request additional information if needed, or to schedule a time to review the results.
- Client appointments will be limited to review and discussion of tax return drafts. When a draft is ready, you will receive an email with a link to schedule an appointment.
- Where possible, client appointments shall be conducted remotely over the telephone or using videoconferencing.
- If a remote appointment is not possible, we can accommodate only a limited number of in-person meetings. These meetings shall be conducted following safety guidelines established by the CDC and CDPH; all parties shall maintain a six-foot distance and shall wear clean face coverings properly worn over the nose and mouth, and hands must be sanitized prior to entering the office.
- When the tax return is complete, we shall send you a copy of your return and a request for your e-signature using our secure web portal.
- A paper copy of your return can be provided upon your request, however, a pickup time must be scheduled with our staff.
- For your safety, we ask that you review the return and sign the signature pages at your home. Signature pages can be scanned, faxed, or dropped off at a later time.

We thank you in advance for agreeing to follow these guidelines so that we can all make this tax season as safe and simple as possible.