



MULLEN & SONDBERG
WIMBISH & STONE, P.A.
CERTIFIED PUBLIC ACCOUNTANTS
AND BUSINESS CONSULTANTS

888 Bestgate Road • Suite 310 • Annapolis, Maryland 21401
Annapolis (410) 224-4920 • DC (301) 970-2524 • Baltimore (410) 841-2440 • Fax (410) 224-4927

March 23, 2020

Dear Clients:

We are closely following COVID-19 developments and governmental guidelines. Our first priority is the safety and health of our team, clients and community. Our operations remain fully functional and we will continue to serve your needs during the coming weeks of uncertainty. We have adopted these alternate procedures in order to continue to deliver excellent service and to safeguard our staff and clients:

- Working via remote access: MSWS staff are equipped to work remotely through a secure cloud-based server. We will continue to respond to emails and phone calls during regular business hours. Our phone system transfers calls, so please continue to call our office. Otherwise you can leave a message and your call will be returned timely.
- Discontinue internal and external meetings: In-person meetings will be changed to conference calls or will be rescheduled at a later date.
- Office Visits: Our office will be closed to all clients/visitors.
 - To drop off or pick-up your tax paperwork, please call our office first so that we can make arrangements to pick it up at our front door, while you wait in your vehicle; we will then distribute internally.
 - For any clients/visitors stopping by our office, we have a secure box outside our reception door during office hours which can be used to drop-off or pick-up packages.
- Options to Send and Receive your Information:
 - Secure CLIENT PORTAL -- use our client portal to scan your tax documents from your computer, and upload to our secure portal.
 - E-SIGN – receive a link to your email to electronically review/download and sign your completed tax return (individual returns only).
 - Mail –via Priority Mail or FedEx (both with post office tracking).
 - Hold your package until a later date – the tax due date has been extended to July 15, 2020.

We value our relationship and will strive to provide the level of service you deserve and have come to expect.

Best regards & stay well,

Mullen, Sondberg, Wimbish & Stone, P.A.

www.mswwspa.com