

March 16, 2020

Kelly's Accounting Clients-

Given the circumstances surrounding Covid-19 we want to let you know the multiple ways you can get your tax materials to us for completion or contact us over the next few weeks.

First, if you have an appointment scheduled, please know those will not change for the time being. We will be in the office during our normal hours of Monday – Friday 8:00 am – 5:00 pm and Saturday from 9:00 am – 1:00 pm. Other times are available by appointment only.

Second, if you wish to drop off your tax materials in-person with no appointment as you usually do that process has not changed. We will be in the office during our normal hours of Monday – Friday 8:00 am – 5:00 pm and Saturday from 9:00 am – 1:00 pm.

Third, we have created a secure encrypted portal for you to upload your tax documents and materials directly to our office. To receive a personal invitation to the portal, please call the office at 217-762-5509 or email mike@kellysaccounting.com. We want you to have a safe way to get your documents to us so that way if you prefer to cancel your in-person meeting or avoid coming into our office you can.

Fourth, you may mail your tax materials to our office. We suggest using priority mail or using UPS so that you are given a tracking number.

When we finish your return, we will give you a call to let you know. It will need to be signed before being electronically filed; however, if you wish to not come into our office then other arrangements can be made to sign your tax return and pay. If you have questions or need help we will walk you through the process of completing this electronic process via the telephone.

Our office will be open for the time being so you can sign the return and in person. Our accountants will be on hand to answer questions but we are making sure that appropriate space is maintained and all surfaces will be wiped down/sanitized between visitors. I realize that this seems somewhat impersonal and I apologize in advance. In this situation your safety is our priority.

Don't be afraid to give us a call if you have any questions or concerns. We are here to help guide you and to ease your worries.