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January 6, 2021

Dear Client:

Together, we are facing a truly unprecedented situation. The global coronavirus pandemic affects all of our families, our businesses, our communities, and our way of life. During this time, we wanted to reach out and update you on how we are approaching the situation at McKinney & Associates, CPAs.

Firstly, our hearts go out to those impacted by the virus, either directly or indirectly. Our thoughts are especially with those who are ill, to whom we extend our heartfelt wishes for a full recovery.

Second, we are focused on the health and safety of our employees, families, and communities, so we will be implementing changes to this tax season as noted below:

- ❖ We will continue to be open for business as usual Monday – Friday 8 am – 5 pm.
- ❖ We will be taking in-office appointments on a case-by-case basis.
- ❖ All other appointments will be limited to Zoom or telephone conferences.
- ❖ You can email us at admin@mlcpas.com to request a secure upload link, fax to 505-896-1368, or drop off tax paperwork in our drop slot on the East side of the building, where the white gate is.

Thank you for understanding, and we hope that you stay safe during this time. We are looking forward to finding a solution that works best for the health and safety of all.

Although our procedures are changing, our commitment to personal attention to our clients is not. Please do not hesitate to reach out with any questions or concerns.

Sincerely,

McKinney & Associates, CPAs

505-896-3897