



Sullivan Bille, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

Information in Conjunction with the Coronavirus

Dear Clients and Friends:

Over the past few weeks, we have seen an increasing spread of Coronavirus throughout the world. More cases will occur in Massachusetts, New Hampshire, and more specifically, the Merrimack Valley, and the threats are coming closer to home. We all need to heed the appropriate safety measures offered by health experts as well as federal, state, and local authorities.

The well-being of our clients, employees, family members, and friends is very important to us. To that end, we have taken precautionary measures as recommended by the CDC and local authorities. We are pleased that no member of Sullivan Bille has been afflicted to date, and we are focused on the timely delivery of work for the upcoming April 15 tax return deadline. Our systems are operating well in a secure cloud environment, which means that our employees can work from home if they should decide to do so.

Our office in Tewksbury will remain open, with limited staff on-site, to continue to receive taxpayer information and to process returns and make sure all deadlines are met.

While we always look forward to meeting with clients and consulting on various matters, the health authorities have recommended that all businesses try to limit person-to-person contact. To that end, we strongly encourage clients to communicate with us through electronic means where possible. Our Client Portal offers a secure and convenient exchange medium for important documents. Password protected email, telephone, and video conferencing are other safe means of communication. Office visits should be limited and made by appointment only. Clients can leave information in our drop box at the front vestibule of our building, and we are also monitoring the mail services for incoming packages.

Update on Tax Filing Deadlines

In a press conference earlier in the week, Treasury Secretary, Steven Mnuchin, announced that the IRS is giving individuals and businesses an additional 90 days to pay taxes on their 2019 tax returns without being subject to interest and penalties. The payment deadline is extended from April 15th to July 15th. Individuals can defer taxes up to \$1 million while corporations can defer up to \$10 million. The AICPA continues to advocate on our behalf to extend the filing deadline for an additional 90 days as well.

We expect to receive additional direction shortly. In the meantime, our staff continues to work hard to ensure our clients are well served, and tax returns are prepared to be timely filed.

Our goal is to provide a safe environment for our employees while ensuring the highest quality service to our clients. We continue to monitor the situation, and as things change, we will update you all.

It is our privilege to serve you. We wish you and your families good health.

Very best regards,

The Shareholders and Staff of Sullivan Bille
