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Dear Valued Clients,

As the situation with COVID-19 continues to develop, Gene Bell & Associates priority is always the health and well-being of our staff and clients. With this in mind, we have made necessary changes to our workflow and wanted to provide you the following update:

- Friday it was announced that the U.S. will **extend** the individual **tax filing deadline until July 15**, according to Treasury Secretary Steven Mnuchin. U.S. taxpayers will have an automatic three-month extension to file *and* pay their taxes without interest or penalties. The July 15th deadline applies to the payment of federal income tax only (including self-employment tax) normally due April 15th. Individuals will also be able to postpone 2020 estimated tax payments until October 15th.
- Based on the guidelines of the World Health Organization (WHO), the Centers for Disease Control (CDC), and state and local authorities, **our office is currently closed to in-office visits**. Our team will remain working and will continue to process your tax returns during this time. **Please be advised that due to staggered and remote work schedules, we ask that you allow up to 2-3 business days to respond to your phone calls and emails. Please be assured that we are working diligently to get you an accurately prepared return as quickly as possible. As we make necessary adjustments in our office and to our work flow, some processing delays will be unavoidable and we appreciate your patience.**
- If you have information to drop off at our office, including documents requested by our staff to complete the preparation of your return, please use one of these methods:
 - Use our secure drop slot located on our front door.
 - Upload your documents to your SecureDrawer Portal.
 - Mail your information to our office.
- When your tax return is complete, we will request that you sign it electronically using DocuSign. Instructions for this process will be provided when the time comes. If you are unable to sign your tax return electronically, we can discuss alternate options. If your tax return is signed electronically, we will mail your original documents to your address on file within two weeks of filing your tax return.

This plan will remain in place until further notice, and we will re-evaluate and keep you informed as we know more. Updates will also be posted to our [Facebook](#) page, so please follow us.

Thank you for your understanding and cooperation during this time. If you have any questions or concerns, please do not hesitate to contact us.

Take care,

Gene R. Bell, E.A., NTPI Fellow®, CFP®
Registered Representative

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