



ADRIAN, MICHIGAN
JACKSON, MICHIGAN

www.gpgrcpa.com

March 25, 2020

**GPGR Client Announcement in Response to
Michigan "Stay at Home, Stay Safe" Order**

To Our Clients and Friends of the Firm: Following is valuable information regarding current tax, accounting, and business consulting issues. You can also access other great resources and online newsletters from our website using the links above. We hope you find this information useful!

For the safety and well-being of our clients and staff, we will be closing public access to our office and a majority of our staff will be working remotely. Thankfully, several years ago we made a significant investment in technology creating a secure work environment making it possible for our essential functions to be handled by our staff working remotely while protecting the security of our clients' sensitive data.

What does this mean to our clients?

Accessibility

We are available in many ways to serve you during this "Stay at Home, Stay Safe" period imposed by our Governor; however, we have immediately imposed the following:

- There will be no face-to-face appointments in our office and our office doors will be locked. Any necessary meetings will be held virtually or by phone.
- Meetings at client locations will be determined on a client by client basis. The Governor's Order allows in-person presence that is necessary to process transactions (including payroll and employee benefits), provided proper social distancing protocols are followed.

Contact us by office phone, cell phone or email and we will try to get back to you in a timely manner. Contact information for GPGR team members can be found on our website.

Income Tax Returns (Business, Fiduciary, and Individual)

Although the Federal Income Tax filing deadline has been extended to July 15th, we are strongly encouraging clients who can file their tax returns now to do so, especially if you are due a refund. Note: The Michigan filing deadline has not been extended at this time, but sources say it will be. Stay tuned.

If you have provided your information to us already, our team is working diligently to complete your tax returns.

If you have not yet provided us with your tax information, we are offering the following options:

- You can scan your documents and securely email them to us via this ShareFile link. Email Jennie Buechele at jennie@gpgrcpa.com for the Adrian office and Jerri Boone jerri@gpgrcpa.com for Jackson office to request a secure link.
- You can fax your documents to Adrian: (517) 265-5293 Jackson: (517) 787-6724.
- You can request a secure client portal and upload your documents to it. Email Jennie Buechele at jennie@gpgrcpa.com for the Adrian office and Jerri Boone jerri@gpgrcpa.com for Jackson office to request a portal.

Bookkeeping and Payroll Services

Bookkeeping, financial statement preparation, and payroll services will be available for essential needs only. Please contact your GPGR service team provider to discuss your needs including any critical deadlines or processing due dates.

Continuing Uncertainty Regarding Federal Deadlines for IRA's and Retirement Contributions

The Treasury Department and Internal Revenue Service announcement amounts to a postponement of the tax filing due date, which is automatically extended from April 15, 2020, to July 15, 2020. Despite the Federal Income Tax Deadline being extended to July 15th, including the first quarterly estimated tax payment, for those taxpayers required to make quarterly estimated tax payments, the second quarterly 2020 estimated tax payments date remains June 15th.

The IRS has also extended the due date to July 15th for contributions to a traditional IRA or a Roth IRA.

Continuing Uncertainty Regarding State Filing Deadlines

Despite the Federal Income Tax Deadline being extended to July 15th, states have been reluctant to announce any filing and payment extensions. We strongly encourage our clients to file by the original April 15th deadline to ensure there are no missed state or local deadlines which may cause penalties and interest to be assessed.

We will do our best to serve the needs of our clients and staff during this chaotic time. Please be patient with us!

Sincerely,

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