

COVID-19 – Weidema, Lavin & Grott Accounting, PC – Update

Effective immediately, the following policies have been implemented to limit the exposure of our employees and of our clients:

- We have suspended all in-person client meetings. A drop box has been placed directly outside the door of our office during business hours if you need to drop off tax materials. The box will be closely monitored by our administrative staff and your information will be retrieved after you leave. Our secure Netclient CS Portal is available for your use. If you have not yet requested access to the portal, you may do so by sending an email to klapalme@wlgraccounting.com. You will receive a registration email with instructions in order to accomplish your access, usually within 24 hours.
- All tax returns will be mailed to clients. Pick up options are unavailable at this time.
- Our offices will not be open on Saturdays effective immediately.
- We will have a skeleton staff working in the office but most will be working remotely.
- We will continue to communicate regularly and stay on top of the news to ensure that we react as quickly as possible to any new developments.
- As we receive any updates (federal or state) we will post them on our website wlgraccounting.com.

Keeping everyone safe, and still maintaining high quality and timely client service is our top priority.

Thank you all for your patience and flexibility during this time.