

March 30, 2020

To all our clients,

Greetings to you all and thank you for placing your confidence in Duncan Ashe, P.A. We greatly value the trust you have placed in the professional audit, accounting, tax, and consulting services we provide.

With the rapidly changing coronavirus (COVID-19) situation, we at Duncan Ashe, P.A. are concerned about the health, welfare and safety of you, your families, and your businesses and employees. Like you, we are carefully watching the impact coronavirus is having in our community, state, country and around the world. Please know that we continue to monitor the situation and are committed to supporting all our clients as best we can.

We understand the importance of staying informed on the latest developments, and we are adjusting our operations as well. The DuncanAshe principals and staff are having daily conversations regarding our collective preparedness to ensure the exceptional services that you have received and expect. You, our client, are our number one priority in this time of great uncertainty. And our primary goal is to provide professional service within the time frame required and as efficiently as possible, all while observing the rules and restrictions imposed by governing authorities due to the coronavirus.

Our office is located in Greensboro and, as you may know, city officials have issued a stay-at-home order. As of 5:00 pm on March 27, 2020, all non-essential organizations must cease operations and remain closed until April 16. This will not affect DuncanAshe; the City of Greensboro has listed Accounting and other professional firms as essential businesses.

Therefore, Duncan Ashe will continue its operations on normal schedule. We are providing several electronic methods for transfer of records, and we are accommodating drop off and pick up of records at our office. Internally, we have plans in place that observe the CDC Workplace Guidelines to keep our employees safe and working, either in our office or remotely from home. This means that you should expect your completed work product as scheduled.

The coronavirus has impacted you and your family, your business, and employees like no other crisis in recent history. We feel it is our responsibility to share as much information as possible. Please review the tax, business, and payroll/employee related topics below and understand the information is rather fluid at this time. We will update this information as we become aware of changes available.

Coronavirus Resources

<https://home.treasury.gov/coronavirus>

Department of Labor Families First Coronavirus Response Act

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

SBA Disaster Loan Assistance

<https://disasterloan.sba.gov/ela/>

Tax Filing extended deadlines

<https://www.irs.gov/newsroom/tax-day-now-july-15-treasury-irs-extend-filing-deadline-and-federal-tax-payments-regardless-of-amount-owed>

Deferred Tax payments

<https://home.treasury.gov/news/press-releases/sm948>

NC Department of Commerce – Employment Security

<https://des.nc.gov/need-help/covid-19-information>

As we navigate the days and weeks ahead, please let us know how we can be of help to you, your family and your business.

Sincerely,

*Duncan Ashe, P.A.*

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