

May 11, 2020

Re: COVID-19 Firm Operations

Dear Clients & Friends,

As we continue to monitor the situation and adjust our firm operations, we would like to make everyone aware of our current procedures. Please take note of the following:

- Our office is open and associates are working. We continue to practice social distancing while in the workplace.
- Office hours remain Monday – Friday 9:00 am – 5:00 pm
- Clients are currently allowed to drop off documents & pick up documents only. No in-person meetings. We hope to begin hosting web meeting in the near future.
- The lobby has been retrofitted with social distancing plexiglass barriers & sanitation station.
- Any non-employee entering the lobby is required to wear a facial covering & sanitize their hands.
- The fastest means of communication remains email/texting during office hours 702-978-7554.
- Our website contains several resources as follows:
 - Paying Invoices
 - Securely emailing documents
 - Accessing your Client Portal
 - We will be posting more videos in the coming weeks regarding the recent tax law changes and information regarding the PPP Loan program.
- As a reminder invoices are due upon presentation and no tax return will be filed prior to the payment of all outstanding invoices. Limited exceptions to this policy may be granted.

We continue to assist numerous clients navigate the SBA disaster loan programs known as the PPP and EIDL. We ask for your patience as we simultaneously assist struggling business obtain government assistance and complete tax returns in our normal course of business.

We appreciate your patience and understanding as we all adjust to the current situation. Stay safe, protect your family and let's hope for an improvement in the situation. Should you have any questions or concerns please let us know. Thank you!

Sincerely,



Jason D. Payan, CPA