



*Shippen, Pope & Associates, PLLC*  
CERTIFIED PUBLIC ACCOUNTANTS

## CLIENT MEMO: ACTIONS AND PRECAUTIONS FOR COVID-19

Dear Client:

The Treasury Department has taken action to ease the challenges presented by the looming income tax filing deadline. We expect states to follow in very short order. Things are changing quickly and we encourage you to watch for updates on our website, under “tax tips and alerts”, and follow us on social media. We will continue to monitor the Treasury and state responses to this matter.

Please take a moment and review the actions that have been taken by the tax authorities as well as the actions we will be taking. The health and welfare of our team is of paramount importance. Rest assured, we are still working. Unfortunately, the necessary precautions are slowing our production. Please understand that every client is important and will garner the appropriate attention from our team. We will finish your work as timely as we can within the measures we believe to be safe.

### US Treasury / IRS Actions:

1. The 2019 filing deadline has been moved to July 15, 2020. (As of the drafting of this memo, the IRS has not issued official guidance though it has been announced by the Treasury Secretary.)
2. The 2019 payment deadline has officially been moved to July 15, 2020.

### Shippen, Pope & Associates Actions:

1. We will revert to our standard hours: Mon – Fri, 8am to 5pm.
2. The office will be staffed with a skeleton crew as most of the team will be working remotely.
3. We are suspending client meetings to limit unnecessary interactions. The goal is to help protect the health of both our staff and you the client. Necessary communication should occur through email or phone conversation.

If you have concerns, please contact me or the team member you work with. It is my hope that we have your full understanding and that you will bear with us through this trying year.

Respectfully,

Rex A. Pope, CPA  
Principal Shareholder

*“Planning Makes a Difference”*

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