

MEMBERS

AMERICAN AND PENNSYLVANIA INSTITUTES
OF CERTIFIED PUBLIC ACCOUNTANTS

Wednesday, March 18, 2020

Dear Clients and Friends,

At this time, the impact of the COVID-19 (Coronavirus) is being felt by businesses and communities all over our state and our country. We at BMBW are committed to following guidance from the medical experts and government authorities while supporting you and your business as we consider how best to react to the current situation. With tax filing deadlines quickly approaching, we remain committed to maintaining operations along with the health and safety of our employees and clients.

During this time, BMBW remains open. We are asking our clients and business partners to consider some alternative options to visiting our office in person. If you are at risk or vulnerable or are experiencing any symptoms consistent with COVID-19, we are strongly advising you to not come into the office for the sake of your safety as well as our employees. Following are a few suggestions of alternative ways to correspond with our firm during this time period.

- While this time of year normally generates client visits to our offices to drop off tax information and /or meet with tax preparers, we are asking clients, when possible, to mail or drop off information in our drop box located in the back of the building just inside the door from the parking lot. We are keeping our front door locked at this time but please ring the doorbell for assistance.
- Our secure online portal – Please reach out to your tax preparer to help you arrange access through our secure portal. Additionally, we urge you to take advantage of the option to e-sign and receive e-delivery of your tax returns this year.

We appreciate your patience and understanding regarding these temporary arrangements. We want to assure you our work and your project(s) will continue to be a priority.