



March 21, 2020

To: Our Clients

Re: Our Appointment Policy, COVID-19

Effective Monday, March 23rd, we are adopting a “postpone the meeting” policy with regard to appointments that have been scheduled prior to April 15<sup>th</sup>. If you are one of those who have an appointment scheduled before April 15<sup>th</sup>, my staff will be in touch with you to re-schedule your meeting to late April or sometime in May.

We are still working to prepare returns, however, as if the April 15<sup>th</sup> deadline still exists. Please consider bringing your documents to our window and we’ll put yours into the queue and will follow up with you by phone and email. We want to process your work expeditiously and discuss and notify you of results just as we have always done. If this works for you, we can get to work before meeting personally or in lieu of the personal meeting.

The extended filing and payment due date is now July 15<sup>th</sup>, 2020 for all Federal and South Carolina tax filings. Because the time pressure on filing is now greatly reduced by this new circumstance, and because of the obvious concerns for health caution, we are attempting to help everyone while reducing risks to all.

Thank you, as always, for allowing us to serve you! We just have to do it a little differently this year.

Best wishes and thanks,

A handwritten signature in black ink that reads 'Paul Batson' in a cursive script.

Paul O. Batson, III