



FOX PETERSON
HAWS, HATCH, & HAKES
ENTREPRENEURIAL ACCOUNTANTS

Dear Fox Peterson Client,

In light of COVID-19 (Coronavirus) and in the interest of our clients, employees, and our community, we will be suspending client meetings until it is safe to resume normal business practice. As of Monday, March 16th we will no longer be meeting with clients at our office, but will be scheduling phone appointments to discuss your tax return.

The health of our clients and employees are the main objectives. On any given day we have anywhere from 50-100 clients in and out of our office during tax season. Due to this, we are practicing social distancing in hopes to limit contact with everyone, and decrease the potential to spread the virus to our clients and employees who might have an elevated risk of exposure.

Due to this change, we request if you currently have an appointment scheduled to utilize our online portal system to provide us with your documents. Some of you have already been working within this medium. We *strongly* encourage this method of delivery of your tax documents. The link to our secure portal is <https://foxpeterston.com/filebox/>. Please include the name of your tax preparer in the message box. If you have questions about this feature please contact us and we will be glad to walk you through the process. If you absolutely cannot send us your documents electronically, we prefer that you mail them to us at 705 N. Lindsay Rd, Mesa AZ 85213. ~~You may still drop them off in a drop box in front of our office if the other options do not work for you. This drop box will only be available during our normal business hours of 8:30 am – 6:00 pm, Monday through Friday when it is visually monitored by our receptionists.~~

Getting information to us ahead of time will allow us to review the information and we can schedule a phone call to discuss any questions or concerns you might have. We do not file tax returns until we have signed authorization by you.

As the situation is unknown, we urge you to get your documents to your CPA as early as you can so there will be ample time to assist you. We understand this is a big change and an inconvenience for everyone and we appreciate your patience during this time. Please know that we value you as our client and we will work with you to ensure timely filing of your tax returns.

Sincerely,

Tyson Haws, CPA
Dason Hatch, CPA
David Hakes, CPA
David Hawks, CPA
Rachel Hutzler, CPA
Nathan Wilding