

# BUSINESS UPDATE CORONAVIRUS (COVID-19)

## DIGITAL RESOURCES

We have several ways to connect with us via digital and virtual resources. Visit the [Client Central](#) page on our website ([cummingskeegan.com](http://cummingskeegan.com)) for ways to work with us "at a distance".

### Documents via the secure portal

Available 24/7, upload your confidential documents and download your completed tax returns.

- Register via the client central page or email [portal@ckco-cpa.com](mailto:portal@ckco-cpa.com) - or ask your CKCO contact.

### Email

Most effective for electronic communication. To send documents with sensitive information, the secure portal is recommended.

### Pay your bill online

Authorize payments via our client central page to pay an invoice with an electronic bank withdrawal, ACH Payment, or by credit card.

### Virtual meetings

We strongly encourage phone and video conferencing and less face-to-face meetings right now. CKCO uses Zoom and can initiate these quite seamlessly.

And documents can always be sent via FedEx, UPS, USPS, or courier.

## HEALTH AND SAFETY FIRST

Now and always, the health and safety of our employees, families, clients, and communities is the top priority for Cummings, Keegan & Co., P.L.L.P. (CKCO).

CKCO is monitoring the coronavirus (COVID-19) outbreak and recommendations from the World Health Organization (WHO), the US Centers for Disease Control and Prevention (CDC) and local and state authorities like the Department of Health.

Our offices remain open and continue to provide the high-quality service you expect. We believe in the recommendations for preparation and social distancing. Should any additional measures be required, you can be assured that business continuity plans are in place within CKCO.

With the infrastructure for virtual meetings and remote work already in place, our firm professionals and staff are able to operate in a paperless work environment. The technologies will limit disruptions to your CKCO client experience. Additionally, we have communicated workplace guidelines to CKCO team members that align with the strategies for preparation and prevention.



## IMPACT ON TAX FILINGS

Tax returns must be filed by April 15 as usual, but Treasury Secretary Steven Mnuchin announced on 3/17/2020 that individuals and businesses can delay their tax payments for 90 days (without incurring interest charges or penalties) due to the coronavirus pandemic (with limits on the amount of payments that can be deferred).

We will watch for formal guidance from the IRS and communicate any relevant updates or modifications to business plans, especially as it occurs during the heart of tax filing season. We value our relationship with you and are committed to doing everything we can to navigate this unprecedented situation.

**We look forward to serving you and sincerely hope you and your loved ones remain healthy.**

Warm regards,  
Kathy J. Klang, CPA/ABV  
Managing Partner

If you have any questions or concerns, please reach out to your advisor, call us at 952.345.2500, or email us at [team@ckco-cpa.com](mailto:team@ckco-cpa.com).