



# SCHLABACH ENTERPRISES INC.

Accounting, Tax, & Consulting Services

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**Office Address:**

10225 Main Street, Suite # 7  
Clarence, NY 14031

**Mailing Address:**

P.O. Box 413  
Clarence, NY 14031

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## **CORONAVIRUS & SOCIAL DISTANCING**

**MARCH 16, 2020**

**Effective immediately, our office is closed to walk-in traffic and client face-to-face appointments. We are following federal, state, and local recommendations in social distancing for the near future.**

### **IRS & NYS TAX DEPT UPDATE**

- We know that both agencies are seriously looking at extending 4/15 deadline
- We expect Congress or the IRS to make an announcement this week
- There is no reason that they can't delay deadline considering the situation
- **When details are available we will post immediately**

### **EXTENSIONS**

- IRS looking at blanket extension but no final word yet
- Call our office and we can explain the very simple process and how it is a great solution for many people in the current situation

### **TAX OFFICE OPERATIONS**

- We are cleaning our office and keeping ourselves as best protected as we can. Our plan is to continue working to serve all of our clients as long as possible.
- We are ceasing **ALL** walk-in appointments and face-to-face contact with clients.
- We continue to work on the workload that is already in house and process the tax returns that are still in process from earlier this tax season.
- Clients that have upcoming appointments will be called and notified of the change of procedures.

### **WAYS TO CONTACT US**

- We will be staffing our office and phones from 9am to 5pm – Monday to Friday
- All emails are still fully functional
- Faxing service is still operational and available if need be - 1-866-827-4405



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- **NEW client portal was put in service in December 2019 and is working great for clients that are looking for an entirely electronic tax experience.**

## **OPTIONS FOR THOSE THAT HAVE UPCOMING APPOINTMENTS**

### **CLIENT PORTAL - PREFERRED**

1. Call us and request a client portal link be emailed to you
2. Once connected with us, you can scan and upload all of your tax documents
3. We can call you with any questions, scenarios, comparisons, etc.
4. We will complete your tax return and upload it back to portal for your review
5. You can electronically sign your return once you approve of it and then we will transmit electronically to all the appropriate agencies.
6. We can deduct our fees out of your bank account via ACH Debit as well as accepting credit cards.
7. We have had several out-of-state clients use this process this year with great success and ease of use on their end. Please call us if interested in utilizing.

### **EMAIL DOCUMENTS**

- While slightly less secure than the client portal, still a viable option for those that can scan documents from home or work and email to us.

### **MAIL/DROP-OFF**

- Not preferred at this time due to concerns that the virus still lives on paper
- We request a phone call before mailing anything to our PO Box. We will discuss putting your returns on extension and a few other options prior to you mailing any information. It is possible that the mail system could shut down and then your documents would be stuck in transit for an unknown period of time.

**We appreciate your patience as we work around this issue and all of the downstream effects that this situation is having on our team. Please be smart, limit your exposure and traveling, and stay safe and healthy.**

*Jeff, Steve, Jen & Melissa*