

McCUTCHEM & PEARCE

PROFESSIONAL CORPORATION

Chartered Professional Accountants

Memo

From	Craig Pearce, Mike McCutchen and our team
Date	March 24, 2020
Subject	Changes to our service delivery

The health and well being of our staff, clients and community is our foremost concern. In step with the Province of Ontario guidelines, we will be shutting down client access to our office effective Wednesday, March 25th for at least 14 days.

During this time, our dedicated team will continue to assist you and are accessible via phone and email, even though team members may be working via remote access.

For our personal tax clients, the extended deadline to June 1st allows a later filing date. However, we understand the importance of filing personal taxes to access refunds maintain benefits, and will continue to process and file your tax returns. Your tax return will be electronically delivered to you through a password protected non-encrypted email.

For corporate clients, although the payment deadlines have been extended however filing due dates for HST, payroll and tax returns are unchanged. We will continue to keep your year end and HST filings moving forward, using email and phone meetings. It is important for us to continue supporting your business and provide advice during this challenging time.

Our secure drop box at 305 Romeo Street is still available to drop off documents however, we highly encourage our clients to follow Public Health guidelines and stay home if possible. During this time, you will not be able to pick up your tax returns or documents in person. Email during this time is likely the most effective way to share information.

You will be able to reach your accountant by calling our main line 519-273-4145. Please contact us with any questions.

Stay safe and healthy during this challenging time.