

As we progress through the Coronavirus (COVID-19) pandemic, we want to assure you that A Plus Accounting remains committed to delivering outstanding customer service. During this ever evolving health situation, the safety and well-being of our team members, clients and families is our main priority. We care greatly about our communities and want to do our part to keep you healthy, to keep our employees healthy, and to help minimize the spread of the virus. In that spirit, we are implementing some changes to our office procedures for the 2020 tax season.

The A Plus Accounting office will remain closed to visitors until further notice. Office visits are only available by appointment. Doors will remain locked, and only opened for clients with scheduled appointments. If you feel that you need an in-person appointment please call our office at 262-427-8690 to schedule a time. Masks will be required for all visitors.

We encourage clients to use other means available to communicate and send information at this time, such as:

- Our staff is available via email, phone, and online meetings to continue to serve you.
- Information can be dropped off through our office's front door mail slot, or you can call from the parking lot and someone will run out to pick up your documents.
- Our office utilizes Secure File Pro, which alleviates the need for in-person signature. We can send you your tax documents via Secure File Pro's secure system, and you can sign and return to us via the same system.
- Signature pages can also be mailed to you and returned via USPS.

Clients opting for in-person appointments can expect that A Plus Accounting will maintain the office's already high level of cleaning and sanitizing standards. All high-touch surfaces are disinfected continuously throughout the day, hand sanitizer is available, and staff will don masks upon request.

Our office is committed to making this pandemic tax season run as smoothly as possible. Please call our office with any questions, and please stay safe and healthy.