

Dear Valued Client:

As the impact of COVID-19 continues to evolve, rest-assured Huth Thompson is working hard to balance the availability to provide our services while protecting the health and well-being of our clients and employees. **Given the Federal Government's recommendations to promote social distancing, all access to our offices for the general public will be closed until further notice.** Our staff will continue to serve you remotely effective today and ensure deadlines are met just as if we were working in the office. Rest-assured, we have a business continuity plan in place to support a remote workforce. Our infrastructure is set up to enable employees to receive all messages while working remotely, so you can communicate with your Huth Thompson advisor as your normally would.

If you have a tax appointment already scheduled, you will be contacted by our office to make alternate virtual arrangements such as by phone, conference calls or video conferencing.

Please, if at all possible, send documents via our electronic portal, fax, or mail. If you cannot use one of these methods, we have implemented a drop off/pickup procedure for essential documents only which encompasses the following:

Essential Pickups/Drop-offs—

We are trying to mail as many things as possible to adhere to the social distancing recommendations, but if you absolutely need to pick up/drop off documents, here are the plans we have in place:

For the Lafayette Office—

Please call 765-428-5000 and let the receptionist know what you need to pick up so we can make sure we have the documents ready for you in a drop-box when you arrive or someone is available to retrieve documents dropped off. When you arrive, please call 765-428-5000 as nothing will be put into the box until we know you are on your way up the stairs to our office. The box is located outside our main lobby stairwell door. You will need to park in the front of the building, not the parking garage, as we cannot be assured the City garage will remain open. Please come through the main building entrance on the 1st floor, and up the stairs (the elevator will not be functioning). The box will be sitting at the entrance to our office. If you are dropping off documents, please call 765-428-5000 when you arrive so we can meet you at the door to make sure your documents are secure. But be advised

the receptionist will not be able to open the door for any reason. Once you have left the building, our receptionist will retrieve the documents. Please contact your tax professional for any questions or concerns.

For the Rensselaer Office—

You will still be able to drop off documents, if necessary to our office. Our door has a slot, so simply slide your documents through the slot. If you need to pick up documents, please call our office at 219-866-5196.

Thank you for your patience and understanding as we navigate through this challenging time together. We send you our best wishes for your health and safety.