

Levin & Brend, P.C.
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March 18, 2020

Client Communication Regarding COVID-19

Dear valued client:

With the evolving situation surrounding coronavirus (COVID-19), we understand that it is affecting individuals and businesses in many ways. We want to assure you that Levin & Brend, P.C. is fully committed to the safety and health of our clients, our employees and our communities, while ensuring minimal disruption to our work and client service during this critical time of year.

At this time both Federal and Illinois income tax returns must still be filed or extended by April 15, 2020. However, the Federal government has extended the time to pay any 2019 tax liability to July 15, 2020, if that tax liability is less than \$1 million. At this time, Illinois has not announced any such extension of the time to pay a tax liability.

Levin & Brend, P.C. has a strong infrastructure in place to support our business continuity efforts. We are leveraging those assets and policies and strengthening them where necessary to ensure our firm and our clients are in the best position to succeed without interruption during this time.

Some of the specific steps, resources and policies we are leveraging are outlined below:

- As a precaution, starting March 17, 2020, due to the COVID-19 virus, we are instituting a remote work from home policy for most of our employees. We have robust technology and a culture of flexibility that enables our employees to efficiently and effectively provide client service remotely.
- Even though we will be working remotely, our physical offices will be open on a limited basis. We will have a reduced staff handling only essential operations and we will only meet clients on an as-needed basis. We are available for telephone conferences or Zoom video conferences as needed as well.
- We will continue to accept in-person drop-off or pick-up visits. We ask that you call in advance to alert us that you will be dropping off or picking up documents so that we can meet you at the front door.

- Clients can also send us files electronically, fax documents, or send your documents via USPS/Federal Express/UPS/messenger. In addition, feel free to contact your client representative directly to coordinate the exchange of documentation.
 - To fax documents, please fax to 312-726-0029. Please send an email notifying our office of the fax transmission to b.durik@levinbrend.com.
 - To email documents, please email the documents to the individual handling your tax return:
 - Gregory Papiernik – g.papiernik@levinbrend.com
 - Caroline Overman – c.overman@levinbrend.com
 - Nicholas Battistoni – n.battistoni@levinbrend.com
 - Marisa Paez – m.paez@levinbrend.com
 - Brenda Durik – b.durik@levinbrend.com
 - We strongly suggest that documents sent via email be password protected and that you send a separate email with the password.
 - We also have Dropbox capabilities which allow you to upload documents to a secure site. This can be coordinated with our staff if you would like to utilize Dropbox.
- If you choose to mail/overnight deliver your documents to us, please send them to:

Levin & Brend, P.C.
20 N. Wacker Drive, Suite 3200
Chicago, Illinois 60606
- We are providing updated training and bolstering resources on video conferencing and remote communication strategies to all employees throughout the organization. We encourage remote/virtual client meetings where possible to serve our clients efficiently and safely.

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As always, the team at Levin & Brend, P.C. is here for you. We will continue to monitor this challenging situation on an hour-by-hour, day-by-day basis and communicate any updates with you. We will also post all updates to our website at www.levinbrend.com.

Thank you for continuing to put your trust in us. Stay safe and well.

Sincerely,

Levin & Brend, P.C.