



PRITCHARD, BIELER,  
GRUVER & WILLISON, P.C.

Business Consultants & Certified Public Accountants



March 13, 2020

Dear Client,

As we are sure many of you are concerned about your employees, your business, and your personal health with all the news of COVID-19, the PBGW shareholders are also concerned. As you might imagine, our staff are particularly vulnerable to illness at this time of year due to the long hours that they work and their often less-than-optimal health habits for four consecutive months. On March 12, 2020, Governor Tom Wolf announced that schools and other organizations in Montgomery County will remain closed for the next 14 days. With our office being in Montgomery County, PBGW has given all our employees the option of working from home during this time, and potentially longer.

**To help our employees stay healthy through tax season and beyond, we want to help ensure our employees' exposure to this disease is limited. This means that we are limiting nonessential visits to client offices and visits from clients, including clients dropping off or picking up tax return documents. All of our doors are locked throughout the day and all visitors will have to be admitted by one of our staff members working in the office, which takes them away from important task of getting the tax and accounting work done. In addition, we are preparing for the possibility that our office may be forced to close under state mandate without the option of having a skeleton staff remain in the office.**

Therefore, we are asking all our clients to send in their tax information electronically, to utilize our e-sign capabilities, and to use our secure portal if you are not already doing so. If you have questions about these technologies, please call our office or email your accountant so we can get you set up. With a limited staff in the office, priority will be given to returns that can be done remotely, which means returns that are not reliant on paper (either in relation to the client input documents or the final filing documents).

Despite President Trump's recommendation that individuals and businesses negatively affected by COVID-19 be permitted to delay filing and paying their taxes, we will continue our efforts to prepare and file tax returns timely for as long as we are able. However, we are looking at the realization that many returns will have to be extended since even when everything works in our favor there is a substantial amount of work to get done at this time of year. Any return data received after Friday, March 20, 2020, will automatically mean that the return will be extended.

If you have any questions, please contact your accountant or our reception desk (215-997-6700). We wish good health to you and your families, and we appreciate your understanding as we deal with this health emergency at the worst possible time.

Sincerely,

The PBGW Shareholders