



NELSON CPAs

Fact Sheet

Mar 16, 2020

Coronavirus Outbreak and Your Taxes: Our Doors are Closed

The safety of our clients and staff is of the highest priority during the COVID-19 outbreak. While our staff will continue to work diligently on your tax returns, **we have made the decision to close our doors to our clients effective immediately.**

If we have completed your tax return and you have returned your 8879 so we can electronically file your return, you don't need to take any action.

For everyone else, there are three ways you can get your tax packet, additional tax documents, and/or signed Form 8879 (form needed to electronically file your tax return) to us:

1. The Drop Box located in our vestibule area will be available 24/7. Please do not ring the doorbell and expect to speak with someone if you elect to use the Drop Box.
2. Upload your documents to your secure Nelson CPAs, LLC portal. If you don't have a portal and would like one, please contact Mary at mlove@nelsoncpasmn.com.
3. Mail your documents to us through the U. S. mail.

If you have received your completed results in the mail and haven't come into the office yet to sign your forms, we will be mailing the forms to you this week. Once you receive them, please sign and date and then return them to our office using one of the methods listed above. We will hold your tax documents at our office at this time. Once our doors re-open, you may come down to pick them up.

If you have received an email notification that your return is done and in the portal, please review, sign and date the Action Items and upload them to your portal.

If you have dropped off your tax packet, but haven't received your results in the mail, know we are continuing to work on your return. We will mail the results to you as well as any forms that need completing. Once you receive them, please sign and date and then return them to our office using one of the methods listed above. We will hold your tax documents at our office at this time. Once our doors re-open, you may come down to pick them up.

If you haven't dropped off your tax forms and documents yet, please use one of the three methods listed above to get the items to us.

You may also put your invoice payment in the Drop Box, mail it to us, or call us with your credit card information.

The American Institute of Certified Public Accounts has urged the federal government to extend the tax filing deadline, **but as of this writing no decision has been made.** We are monitoring this closely and will make regular updates on our Facebook page and website as we learn more.

The Neighbors, Inc. food donation barrel will be moved to the vestibule area. If you come to the office to use the Drop Box, please consider donating non-perishable items. The need will be even greater in the next several months. Thank you.

Contact Us with any questions:

100 BridgePoint Dr
Suite 120
South St Paul, MN 55075

Office: 651-455-4621
FAX: 651-552-9641

