



Dear Valued Client,

The health and safety of our staff and clients remains a top priority. In an effort to prohibit the spread of SARS-CoV-2 (COVID 19), our offices will be closed to in-person meetings, unless it is deemed necessary. Please contact your client service manager directly to discuss your options. All of our staff are available to meet via Zoom, video conferencing.

For your convenience, we continue to offer a secure drop box and online portal access as safe options for submitting tax documents for preparation, and to submit signed Form 8879s for electronically filing your return. Please contact our office if you do not have access to our secure online portal.

Please indicate on the enclosed checklist, whether you prefer to pick up your paper documents from our offices, or if you would prefer them to be mailed via US Postal Service (with the option for documents to be sent via certified mail for an additional fee). If no option is selected, we will return documents via the US Postal Service.

**Lake Elmo, MN Office**

- Dropbox is located inside the vestibule, which is open Monday-Friday 8am-6pm and Saturday 8am-12pm. Envelopes are provided for you. Please include your name on the envelope and seal it.
- A smaller drop box is available after hours, to the left of the outside front door.
- Please ring the doorbell for further assistance, or to pick up or sign documents. You may also call the office.

**Luck, WI Office**

- Secure mail slot is located next to the front door, inside the vestibule, which is open 24 hours a day, 7 days a week.
- Please knock on the door for further assistance, to pick up or sign documents. You may also call the office.

If you are at our office to pick up or sign documents, we ask that all clients wear a mask and practice social distancing. For everyone's safety, we ask that you do not enter our lobbies if you are experiencing any of the following symptoms: Fever, Cough, Fatigue or Shortness of breath.

Should you have any questions or concerns, please feel free to contact our offices at; 651-430-3635 (Lake Elmo) or 715-472-2700 (Luck).

We appreciate your assistance in limiting the transmission of SARS-CoV-2 (COVID 19) in our communities.

Sincerely,

Foley Kalseim & Company, LTD