

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

BROWN & ASSOCIATESR

258 Genesee Street Suite 505 Utica, N.Y. 13502

P: 315.724.8244 F: 315.266.2056 www.brown-cpas.com We are in extraordinary times and all of us now face drastic changes to our normal daily routines. As a community, a county, a state and a country...we will get through this event.

As of the close of business on April 1, 2020, our office at 258 Genesee St. will be temporarily closed. Although the state and federal governments have listed us as an essential service, we feel it is in the best interest of our staff and community to temporarily close our physical location.

Our staff will continue working from home on tax returns for businesses and individuals, will continue our payroll processing, and will continue the other daily work we perform for businesses. Fortunately, technology has allowed us to be prepared.

If you have tax returns that you would like us to prepare, please mail them to us. If you have information you need to send us, please mail, email or use our portal system. We have limited access to voicemail and not all lines are monitored, so we urge anyone looking to contact us to do so by email at the addresses below.

Aaron Sapp: asapp@brown-cpas.com

Margaret Brown: mbrown@brown-cpas.com

Joan Carter: <u>jcarter@brown-cpas.com</u> James Huey: jhuey@brown-cpas.com Vincent Tramacera: vtramacera@aol.com

We thank you for your continued business. This is a wonderful community that will work together in these difficult times.

Warm regards, **Brown & Associates Staff**