

TERRENCE R. MOONEY C.P.A.

Certified Public Accountant
247 NEW JERSEY AVENUE
ABSECON, NEW JERSEY 08201

MEMBER OF
NEW JERSEY SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

Monday March 23, 2020

Dear Clients,

The outbreak of the Coronavirus (COVID-19) is a rapidly evolving situation that poses a global risk to both health and business. The health and safety of our clients and employees is our top priority. We will continue to closely monitor the changing situation, helping clients and answering any questions you have in the upcoming days. We want to let you know how we're managing our staff & business hours so we're available if you need us.

Starting on Monday March 23, our physical office will be closed to the public until further notice. We will, however, continue to service your tax preparation needs in the following manner:

Dropping off Tax Return Information and Payments:

- Please place your information in the mailbox to the left of the office door and follow up with a call to the office and leave a message alerting us to check the box.
- You may also:
 - Fax your documents to 609-407-9956
 - Email your documents to Jcardy@trmcpa.com
 - Mail documents and/or payments to our address: 247 New Jersey Ave, Absecon, NJ 08201
 - If you'd like to pay an invoice by phone, please email Thalldorson@trmcpa.com
 - Although we encourage the options above, we will still be available during normal business hours for drop off at the office, however please call prior to your arrival.

Arranging Accountant Meetings: There will be no in-person meetings until further notice. However, we will be arranging phone meetings with clients, as necessary. Please call the office at 609-407-0056 if you'd like to arrange a meeting.

As with other companies, this will be an ever-changing workplace and we ask for your patience. We will continue to be fully committed to maintaining the highest level of service, while ensuring the safety and security of our clients and employees. While we love visits from our clients, we ask you to please stay home, and we will work with you over the phone or via email.

Sincerely,



Terrence R. Mooney, CPA

Tel: 609-407-0056 Fax: 609-407-9956 E-Mail: tmooney@trmcpa.com Website: trmcpa.com