

## Powell Jones LLP and COVID 19 UPDATE

In order to continue ensuring the safety and health of our employees and clients, effective 12:00pm Friday March 20 our office will be closed to outside visitors and clients. However we will remain fully operational in order to provide continued services to our clients.

Please note the following:

- We strongly request clients forward information in an electronic format whenever possible
- If necessary leave any documents in the drop box located at the front door. Please ensure to clearly label the documents and keep all documents together.
- In the event that you need to speak with your accountant please contact them by email or phone.
- CRA has extended the filing for personal taxes to June 1, 2020 and payment of income taxes until August 31, 2020.

Mortgage department inquiries:

For all inquiries related to mortgages please contact Rob Alkema at [ralkema@powelljones.ca](mailto:ralkema@powelljones.ca)

Thank you again for your sensitivity and co-operation as we implement these changes to address the ongoing evolution of COVID-19. We will continue to monitor the various Health Authorities recommendations and adjust our policies accordingly.