

# WE ARE STILL HERE FOR YOU

Howard, Moore & McDuffie is closely monitoring the COVID-19 situation, and we are taking preventative measures based upon the [CDC's recommendations](#) to mitigate the spread of the virus. Our office currently remains open, and we are conducting business as usual with a few exceptions.

At this time, we recommend that our clients utilize self-service options via our website at [www.hmmcpaga.com](http://www.hmmcpaga.com) and limit visits to our office unless absolutely necessary. If an in-office meeting cannot be avoided, please wear a face mask and sanitize before entering our office space.

If you are currently sick, experiencing any symptoms, have been exposed to the virus, or have recently traveled outside of the country, we ask that you please use our telephone, video or portal options to avoid the risk of exposure to any of our staff. If you have been exposed or become ill and have recently visited our office or had contact with any of our staff, please notify us immediately.

Our facility is continuously being sanitized. All areas are being cleaned daily, and our staff are using best practices for washing hands, sanitizing and wearing face masks based upon CDC recommendations. We are taking all necessary steps possible to keep our environment germ free.

Our clients are like our family, and we want to keep you safe and informed. We want to reassure you that we remain committed to being available to service your needs and keep you informed of tax law changes as they are released at the federal and state level and how this pandemic impacts you or your business.

**Thank you for your trust in us!**

## COVID-19 MESSAGE TO OUR VALUED CLIENTS

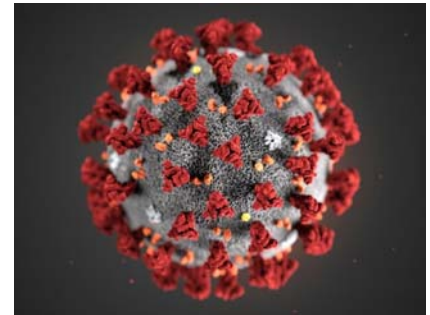
### COMMUNICATION OPTIONS TO CONSIDER:

- **Utilize our [client portal](#)**

Upload tax documents we need or retrieve tax forms for signature. If you do not have a client portal and want us to establish one for you, please contact our office. If you do not have access to a computer or cannot successfully upload to our client portal, please mail your tax documents to us.

- **Send Emails or Call us**

Call us at (478) 742-5317 for questions & concerns. Staff direct contact information is listed on our website. We will continue to be available to you even if we must telework from home.



- **Pay your invoice online**

You can [pay your invoices online](#) via our website rather than mailing or delivering payments to our office (ACH and credit card payment options are available).

- **Let's meet virtually**

If you feel it is necessary to meet with our professional staff, please consider telephone or video conferences. If you have a meeting scheduled, we will contact you to discuss alternate communication options or reschedule for a later date.

**Thank you for your understanding.  
Stay safe!**