



Dear Clients,

I recognize the uncertainty facing you, your family, and your company due to the COVID-19 outbreak. In all of our personal and professional lives, plans are being upended and concern for the well-being of family, friends and colleagues is setting in.

I want you all to know that I will remain here for you through this challenging time. I am working every day and my plan is to continue to do so until this has passed. Here is my plan moving forward:

First, I am still providing business and tax services for all and we are operating normally, with the exception of contact.

Second, I have come up with the following options to get information to and from each of you while contact is not possible.

Option 1: I have a drop box on my front door at the office. While I cannot make contact, I am here every day, with the door locked, and can retrieve whatever is left for me as soon as it arrives. We can schedule a drop off while I am here so I can pick it up immediately and we can also arrange a pick-up of finished documents the same way. I will not place the envelope in the box until I know you have arrived so it will get to you safely.

Option 2: I can set up a secure portal so that everything can be done digitally.

Option 3: we can use the postal system. I have a PO Box for this purpose.

Documents can be mailed to PO Box 115, Victor, NY 14564.

Of course we can communicate via phone and email during the process. Please feel free to call or text my cell at any time. My contact information is below.

Jennifer Demo

JD Financial

61 School Street, Suite A

PO Box 115

Victor, NY 14564

Office 585-435-6873

Cell 315-521-7958

Email jennifer@jdfinancialny.com

The most important thing through all of this is that we remain safe and healthy. We will get through this... together.

Please do not hesitate to reach out with any questions you may have.

Blessings to All,

Jennifer