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# Riley, Stubbs & Cato LLC Makes Changes In Operations During COVID-19 Pandemic

MARCH 18TH 2020 BY DEE LOFLIN

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Dear Clients:

We are STILL working for you and are hopeful as we continue to serve you. However, due to the seriousness of COVID-19, we are discontinuing all face to face contact, meetings, and office conferences at this time. We understand this will be a change in our usual way of serving you, but we feel these changes are necessary for the safety of all our clients, our staff, and families.

As a result, we ask that you send your information electronically when possible. If you are not already a user of our online portal, **please email us at [rscmail@rsc CPA.com](mailto:rscmail@rsc CPA.com) and we will set you up to use our portal for a secure way to transfer documents and other data. If you need to drop off information and cannot send it electronically, you can do so but we will restrict your entry to our lobby only.**

We will be happy to discuss your questions via phone or email but will NOT have face to face close interactions during this time.

We are looking forward to continuing to meet your accounting and tax needs but want to do it in a manner that is best to keep our clients, families, and community safe during this time. If you have questions, please contact us.

These procedures may change as we deal with how best to serve you and protect us all.

Thank you so much for your understanding.

Stay safe,

Riley, Stubbs & Cato LLC

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