

## COVID-19 Update

As COVID-19 continues to run its course, our continuing commitment is to ensure the safety and well-being of our clients and our staff by adhering to government regulations and protocols for COVID-19. With this in mind, for the 2021 tax season we will be implementing the following procedures and safety measures (subject to any special circumstances):

### Office hours 2022:

Monday - Friday 8:00 am to 5:00 pm (March 1 to April 26)

Monday - Friday 8:00 am to 6:30 pm (April 27, 28 and 29)

Saturdays from 9:00 am to 4:00 pm (April 2, 9, 16 and 23)

Saturdays from 9:00 am to 6:00 pm (April 30)

Sundays from 9:00 am to 4:00 pm (April 24 and May 1)

### For delivering your tax documents to our office, you can do so using one of the following methods:

- Drop off in a drop box just inside the office front door (the same system that we used last year)
- Electronically using our secure portal (['Secure File Transfer'](#) button on our website to upload)
- Courier or mail

### Meetings:

Whenever possible, our client meetings will be conducted by phone or Zoom and in-person meetings will be kept to a minimum.

### Receiving and signing your 2021 tax return and related documents:

Your tax return and related documents will be delivered to you for signing by one of two methods, as follows:

- a printed package will be prepared for you and we will contact you to schedule a convenient time for you to pick up (and sign) at our office front reception (and if you prefer, you can pick up your tax package and return the signed forms later by way of drop off, mail, fax to 250-248-4504 or upload to our website through our ['Secure File Transfer'](#) button).
- sign electronically (does not require a printer or scanner).

Once we receive your signed documents and payment for our services, we will e-file your tax return.

**To remit payment for services:** Payment can be made via credit card (in-person or by phone), via debit card (in-person), via Interac e-transfer to Leanne Souchuck at: [Leanne@mcgormanmaclean.com](mailto:Leanne@mcgormanmaclean.com), or by dropping off or mailing a cheque to:

McGorman MacLean Chartered Professional Accountants  
3rd Floor, 180 McCarter St.  
PO Box 760  
Parksville, BC V9P 2G8

Thank you for the opportunity to continue to provide our services to you.

The team at McGORMAN MacLEAN LLP