

To all our valued clients, friends, and family,

We here at ATI, Inc., care about your health and value your life. In an effort to keep all of us safe, we have remodeled the office to keep you protected when you need to see us in person. A mask must always be worn, and we have added safety barriers on each desk and in the receptionist area. We are following the order to keep everyone safe by practicing these guidelines.

1. Stay in your own home or property.
2. No unnecessary outside guests in your home or office.
3. Practice social distancing.
4. No social gatherings.
5. Wear a mask.
6. Stay 6 feet apart.

We are seeing clients by appointment only in the office. We have provided safe means to have your taxes completed.

1. Send in your information by email: [brenda@atitaxes.com](mailto:brenda@atitaxes.com)
2. Use the app on your phone: <https://taxestogo.com/App/Download/6763>
3. **Bring your documents to the secure black drop box outside the office front door. (DO NOT BRING YOUR BOOKS)**
4. Mail everything to us at: ATI, Inc. 1492 Mariner Blvd, Spring Hill, FL 34609 (We accept copies of your W-2's, 1099's and copies of your original documents if you prefer, you do not need to send the originals)
5. We will contact you as soon as we receive your documents. If you do not hear from us within 24 hours of receiving your documents, please call the office at (352) 686-2393.

We hope and pray you all remain healthy and safe during this time.

Please call us if you have any questions, we will be happy to assist you.

*Thank you,*

**Brenda L. Mejia, EA**  
**Accountant/Paralegal**  
**ATI, Inc.**  
**1492 Mariner Blvd**  
**Spring Hill, FL 34609**  
**Phone: (352) 686-2393**  
**Fax: (352) 683-9345**  
**Website: [www.atitaxes.com](http://www.atitaxes.com)**

**NEW TAXES TO GO LINK FOR PHONE**

**<https://taxestogo.com/App/Download/6763>**

**JW.org** A website to answer your most important life questions.