

From all of us at ATI, Inc.,

We want to thank you for being a valued client. We consider each of you as part of our ATI family.

We want you to know that the health and wellbeing of our clients, our families, our employees and our community is our top priority, and we are closely monitoring the situation regarding Coronavirus (COVID-19).

We are open for business and our team has developed policies, procedures and preventive measures to minimize risks – which includes:

1. Limited in-person appointments. (All clients must wear a mask and have an appointment to enter the building)
2. We request that everyone send in their tax documentation along with the 2021 questionnaire by mail, our secure customer portal, email, the new Taxes To Go app, or the secure drop box located outside our front door.
3. Before you come in for your appointment all documents must have been received with a \$125.00 non-refundable retainer, that will be applied to your tax return preparation fees.
4. After each appointment, we will disinfect all area surfaces.
5. Plastic partitions are on each desk and in the receptionist area.
6. The lobby area has limited amount of seating in order to maintain social distancing.
7. We offer zoom.com meetings to go over your taxes.
8. A secure customer portal for documents and the return to be completed and signed.

Our hearts and our prayers go out to each of you and your families. Many of us have lost loved ones or have been affected by the Virus in one way or another. We are here to assist you in anyway that we can. Please call us at (352) 686-2393 or email us at info@atitaxes.com if you have any questions or need a portal setup to send in your documents.