



## HAYASHI | WAYLAND

The health and safety of our people, their families, our clients and our communities are of critical importance to us. We are closely monitoring information from the [Centers for Disease Control](#) (CDC) and local health departments to help ensure that we are taking appropriate precautions to ensure everyone's safety while continuing to provide continuous service.

With an abundance of caution, **we are working to transition as many client meetings as possible to phone or video conferences and limiting travel, networking events, and non-essential gatherings through April 30, 2020.** If you have any questions, concerns, specific needs, **or an existing in-person appointment**, please reach out to your Partner or Team Member at Hayashi Wayland, or call us at 831-759-6300.

Our office will remain open to the extent possible. We will continue to tailor our approach to meet your specific needs and will continue to communicate as circumstances change.

There has been speculation and discussion about a change to the tax return filing deadline this year. The California Franchise Tax Board recently released procedures for filing under an automatic extension program. The IRS has not yet given formal guidance, however we expect that to be forthcoming. Until further guidance is released, we will proceed with the expectation that all Federal tax returns will be due on April 15, 2020. We will inform you immediately with updates.

At this time we will continue to accept documents via mail and drop off. We also have the capability to send and receive all types of information electronically using secure transfers. Please contact your Hayashi Wayland Partner or Team Member for more information on electronic upload and/or download options available to you.

In our offices, we are following CDC guidelines with regards to employee safety including social distancing and other commonsense measures.

For more information and regular updates, please click the button below to visit Hayashi Wayland's COVID-19 Update Center on our website: <https://www.hw-cpa.com/covid-19-update/>

Hayashi Wayland values our relationship with you, and we commit to staying connected and helping you through this unprecedented situation.

Sincerely,

*Michael T. Briley, CPA, CGMA*  
Managing Partner  
Hayashi Wayland

