

Ward & Uptigrove Doors Closed Due to COVID – 19

Ward & Uptigrove is dedicated to ensuring the health and safety of our staff, our clients and our communities. Due to the escalation of COVID-19, **the Ward & Uptigrove office will be closed to all external visitors.** We have implemented a business continuity plan and **our firm will remain operational.**

We are minimizing business disruptions by leveraging secure technology, relying on remote workstations, virtual meetings, teleconferences, phone calls, upload portals and email so that our staff may continue to service our clients.

We encourage you to continue provide us your receipts and slips in a timely manner. We recommend clients use our [ShareFile service](#), which allows you to send scanned documents to the appropriate W&U department i.e. personal tax slips would be sent to "Recipient = W&U, Accounting".

- We have [ShareFile instructions](#) on our website or you may email [Melanie Berfelz](#).
- We prefer scanned documents in a PDF format over jpeg pictures. If you do not have a scanner, you can use a smartphone as a scanner using one of many apps such as the Free Adobe Scan available through Apple's App Store or Google Play. View our [Spring 2019 Digital Receipts article](#) for more information.
- If you must drop off physical files, please put them in an envelope and place them in the drop box to the right of our front, Main Street door, but please note all physical documents will go through an isolation process to protect our staff.

We are carefully monitoring the situation and its implications. It was recently reported that CRA will announce a one month extension to the filing deadline for personal and business income tax returns. We are requesting clients provide their information to us as soon as possible to ensure that we can continue to work towards meeting these deadlines.

We understand COVID – 19 is having an impact on you and your business as well. As new information becomes available, we send additional communications.

If you have any questions, please email us at info@w-u.on.ca or contact any of our professionals directly. We thank you for your patience and understanding.

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