



March 25, 2020

Dear Clients, Colleagues and Friends:

As a Life-Sustaining Business during these challenging times, H2R CPA is committed to serving our clients and staying open for business while protecting the health of our professionals. While we are open for business, many of our professionals continue to work remotely for the safety of their families, our community and the essential workforce that continues to staff our office.

While the Federal and Pennsylvania filing deadlines have been extended to July 15, we would like to continue working with you to determine your future tax obligations. Our goal is to help you understand these obligations so that you can plan accordingly over the next few months. This interaction will also allow us the opportunity to provide guidance on when you should file your tax returns and the best path forward regarding your tax obligation. In general, we recommend submitting your tax information to us sooner, rather than later, to allow time for a thorough tax planning process.

As referenced in prior communications, to reduce person-to-person interaction, we are requesting that clients do not come into our offices – walk-in appointments and deliveries are no longer permitted. Instead, the following alternatives are suggested for conducting business:

- Our online portal should be used to upload confidential documents (<https://h2rcpa.com/client-portal>). If you already have a portal login, you can continue to use it. If you need to be set up with a portal login, please contact:
  - Debbie Webb at [dawebb@h2rcpa.com](mailto:dawebb@h2rcpa.com) (H2R CPA)
  - Tom Helsing at [thelsing@cottrillarbutina.com](mailto:thelsing@cottrillarbutina.com) (Cottrill Arbutina Division)
- U.S. Mail and faxing are additional alternatives for exchanging confidential documents.
- Email should be used to exchange non-confidential information.
- Phone meetings should be scheduled in place of in-person meetings; your H2R CPA liaison will be in touch regarding any scheduled meetings.
- If there are any scheduled projects that require person-to-person interaction at your office, your H2R CPA liaison will be in touch to discuss the best way for us to provide you with service.

We hope you and your families are safe and in good health. We appreciate your continued trust and confidence in H2R CPA. Should you have any questions or concerns, please feel free to contact us.

Sincerely,

Paul K. Rudoy, CPA/PFS  
Managing Partner



March 18, 2020

Dear Clients, Colleagues and Friends:

H2R CPA remains committed to the health and well-being of our team, clients and community, as well as to maintaining the highest quality of service for our clients. As circumstances related to COVID-19 continue to evolve, H2R CPA will be updating our business continuity plans, as necessary. Please see the latest information below.

Although our office remains open for essential office personnel only, most of our professionals are working remotely. This will enable our team to remain as safe as possible while working regular schedules, managing normal workloads, and maintaining high quality service standards. We will continue to be available to our clients and ready to respond to and meet your professional needs during these challenging times.

To reduce person-to-person interaction, we are requesting that clients do not come into our offices – walk-in appointments and deliveries are no longer permitted. Instead, the following alternatives are suggested for conducting business:

- Our online portal should be used to upload confidential documents (<https://h2rcpa.com/client-portal>). If you already have a portal login, you can continue to use it. If you need to be set up with a portal login, please contact:
  - Debbie Webb at [dawebb@h2rcpa.com](mailto:dawebb@h2rcpa.com) (H2R CPA)
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- Phone meetings should be scheduled in place of in-person meetings; your H2R CPA liaison will be in touch regarding any scheduled meetings.
- If there are any scheduled projects that require person-to-person interaction at your office, your H2R CPA liaison will be in touch to discuss the best way for us to provide you with service.

We hope you and your families are safe and in good health. We appreciate your continued trust and confidence in H2R CPA. Should you have any questions or concerns, please feel free to contact us.

Sincerely,

Paul K. Rudoy, CPA/PFS  
Managing Partner



March 13, 2020

Dear Clients, Colleagues and Friends:

Considering the current outbreak of COVID-19 and the impact the virus may have on our local region, I wanted to take a minute to share H2R CPA's business continuity plans with you.

First and foremost, we are committed to taking all recommended precautions to protect the health and well-being of our team, clients and community. To that end, we are following the recommendations of the Centers for Disease Control and Prevention, the Pennsylvania Department of Health, and the Allegheny and Beaver County Health Departments. We will continue to use their expert recommendations to guide our decisions as long as necessary.

Furthermore, we are committed to maintaining the highest quality of service for our clients. We have plans in place to help prevent any disruption of service to the greatest extent possible. Our firm is open for business at this point in time, but many of our professionals may be working remotely in the coming days and weeks. We will continue to monitor the situation and keep you up to date as circumstances evolve.

If you would prefer to minimize person-to-person interaction when conducting business with our firm, the following alternatives are available:

- Our online portal can be used to upload confidential documents ([h2rcpa.com/client-portal](https://h2rcpa.com/client-portal)). If you already have a portal login, you can continue to use it. If you need to be set up with a portal login, please contact:
  - Debbie Webb at [dawebb@h2rcpa.com](mailto:dawebb@h2rcpa.com) (H2R CPA)
  - Tom Helsing at [thelsing@cottrillarbutina.com](mailto:thelsing@cottrillarbutina.com) (Cottrill Arbutina Division)
- Email can be used to exchange non-confidential information.
- Phone meetings can be scheduled in place of in-person meetings.

If you are concerned about any scheduled projects that require person-to-person interaction at your office, please reach out to your H2R CPA liaison to discuss the best way for us to provide you with service.

We hope you and your families are safe and in good health during these challenging times. We appreciate your continued trust and confidence in H2R CPA. Should you have any questions or concerns, please feel free to contact us.

Sincerely,

Paul K. Rudoy, CPA/PFS  
Managing Partner