



March 21, 2020

Dear Clients and Friends,

As the COVID-19 situation continues to evolve, we will do our best to let you know how we are responding at HB. We continue to focus on serving clients while also doing what we can to protect the health and well-being of our clients, staff and the community.

On Friday, March 20, Governor Pritzker enacted a “shelter in place order” from Saturday, March 21 until Tuesday, April 7th. Beginning Monday, March 23, we are moving to a remote working environment. This means that our physical office will be closed to the public and only minimally staffed, and our professionals will be available through other means—by phone, email, and through our online portal.

Historically, our firm has embraced a flexible workplace and culture, and we believe we have the resources in place to allow our team members to continue to provide seamless services to our clients in a remote environment.

While we strongly encourage you to deliver your tax and accounting documents to us electronically via our online portal, we have the following delivery options available to you:

- FedEx and UPS
- Fax (309.694.4202)
- USPS
- If dropping off documents to our office is the only option available to you, you can utilize our HB Client Drop Box that is located to the left, inside the first set of glass doors of our building. It is marked with “Heinold Banwart Client Drop Box”.

If you receive our client payroll or client payable services, we will be in contact with you to discuss continuity of service.

We will continue to monitor this situation and communicate when our office is back open to the public. In the meantime, our main office phone number (309-694-4251) will be answered. Feel free to contact us via phone or email.

We know that you are experiencing similar challenges and changes in your day-to-day life; please know we are here to help.

Best Regards,

Arthur R. Anliker, CPA
Managing Partner