



The Ford Group Professional Corporation

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Monday, March 23, 2020

Dear Clients:

"Safety Above All" is something we take incredibly seriously at **The Ford Group & Postings**. We are listening to recommendations from the World Health Organization (WHO) and other leading government organizations. We are in uncharted territory with COVID-19 and our greatest concern is for the health and well-being of our staff, their families and our clients.

Ontario Orders the Mandatory Closure of All Non-Essential Workplaces to Fight Spread of COVID-19

https://news.ontario.ca/opo/en/2020/03/ontario-orders-the-mandatory-closure-of-all-non-essential-workplaces-to-fight-spread-of-covid-19.html?utm_source=ondemand&utm_medium=email&utm_campaign=p

We are no longer accepting appointments, until further notice. We highly recommend these alternate ways to communicate and for us to receive your tax and bookkeeping information:

1. **Drop-Box / Drop Off:** Tax/bookkeeping documents can be left in our secure drop-box located inside the lobby door, beside the elevator. You can drop off your documents to our office and we will prepare your taxes/bookkeeping and call you if there are any missing documents or if there are any questions. Once completed, you can come in to pick up your completed documents.
2. **Website upload:** Visit our website and go to tax client centre and you can upload your documents <http://www.thefordgroup.ca/tax-services.html>
 - a. Tax/bookkeeping documents can be submitted using a safe file transfer. You can request a login link to upload your documents to us and then we can email your documents to you using ShareFile.
3. **Communicating** with us please use the following methods, as we are **NOT** in our office:
 - a. Taxes – email to taxes@thefordgroup.ca
 - b. Payroll – email to payroll@thefordgroup.ca
 - c. Bookkeeping – email to bkkp@thefordgroup.ca
 - d. Phone calls can be made to our main line - 1-877-497-2776

Please note that during this time, we will try our best to service your needs. But, please be patient and understand that our health and well-being is a priority.

We will continue to provide you with regular updates as more information becomes available.

Thank you.

Michael Ford, CPA CMA
President & CEO
The Ford Group Professional Corporation