



**This will certainly be a memorable spring for everyone!**

Due to the rapidly changing developments relating to the COVID-19 Virus, and as per recommendations from the Alberta Chief Medical Officer, our office is currently operating with limited/reduced staff.

Our staff is available by phone Monday to Friday 8:30 to 5:00 and closed at noon. Our office will not be open on Good Friday.

Please note that the following procedures are in place as of today and may change in response to any new recommendations received.

### **STETTLER OFFICE PROCEDURES REGARDING COVID-19**

To minimize the risk of everyone's exposure to the virus we would like to limit direct "in person" contact, we ask that you either submit your information electronically or use our locked drop box inside our front door. If your package does not fit in the drop box slot please ring the doorbell provided and someone will retrieve your records from the box provided. There is also a mail slot at the north / parking lot side entrance of our building that is available after business hours. We are taking steps to maintain a secure system for all records.

When your return is complete, we will contact you to arrange to receive your signature through an encrypted email, fax, or through the mail system to authorize us to file your return.

We recognize that many taxpayers will be anxious to file their claim for the Alberta Climate Action Incentive rebate. Farmers will also want to ensure their returns are completed before they are seeding in the field. We are working hard to address these needs and encourage everyone to submit their information as early as possible.

### **TO OUR CONSORT OFFICE CLIENTS**

Due to the circumstances surrounding the COVID-19 pandemic in Alberta, we will not be attending our office in Consort until we feel it is appropriate to do so based on the guidelines established by Government of Alberta. Please feel free to contact our office in Stettler at 403-742-4431 if you have any questions.







## ELECTRONIC INFORMATION:

Please visit our website at [www.gitzel.ca](http://www.gitzel.ca) to view updates and access the following links to Covid-19 programs:


For the **Federal** programs available to assist you and your business in dealing with COVID-19:

<https://www.canada.ca/en/department-finance/economic-response-plan.html>



For the **Alberta provincial** programs available to assist you and your business in dealing with COVID-19:

<https://www.alberta.ca/covid-19-supports-for-albertans.aspx>



The Federal and Alberta programs are continually evolving and changing from day to day and many details have yet to be released. Should you have any questions about these programs and how they could apply to you and your business, please contact our office directly at 403-742-4431.



**GITZEL & COMPANY WISHES  
EVERYONE GOOD HEALTH DURING  
THIS CHALLENGING TIME!**

