



## Tax Time 2021

“The single biggest threat to man’s continued dominance on the planet is the virus.” Nobel Laureate, Joshua Lederberg”

The continuing lockdown in Melbourne will test the resolve of each and every one of us. The year 2020-2021 will not be forgotten, (for all the wrong reasons). The uncertainty and anxiety that the virus has created and the follow-on economic impacts, especially now for Victoria, will be long and potentially lasting.

### **How we are operating:**

#### **Office:**

The office is currently closed. All of our staff are working from home to continue to service your needs.

#### **Telephones:**

Our phone systems continue to work, you are still able to contact us on any of the following numbers:

- 03 9739 4066
- 03 9739 4077
- 1300 296 388

### **COVID-19 Friendly Meetings:**

#### Face to Face meetings:

Where a Face to Face Meeting is required this will be done in a COVID safe fashion. Please ring and make an appointment so that we can ensure that social distancing still takes place. Under direction from the Premier of Victoria please wear a mask to your appointment for your safety.

#### Virtual Face to Face meetings:

Please request a Zoom meeting and provide your mobile number and email address when you book in your meeting. You will receive a Zoom invitation to your email address. The email will have a link for you to click on. You will then be connected to a virtual face to face meeting! Please make sure you have a webcam with an inbuilt microphone. If you find yourself in trouble please give Bradley Gardiner (our resident millennial) a call and he will be able to assist you.

### **Document Transmission:**

There are number of ways you can get documents to us:

## **The Post:**

If you want to send your information by post. Please contact us by phone and we will send out to you Reply Paid envelopes. This will ensure that the mail does not go astray. If the postal system is shut down we will assist you to get your information to us via another method.

## **Email:**

For many of you, you already email your information to us. Many of you will have receipts and other paperwork that you will need to get to us. We strongly suggest that you download the "Office Lens" app from the APP STORE to your mobile or iPad. From there it is simply a matter of taking a photo of the document, converting it to a PDF and emailing it to us. We ask that you don't email JPEGs from your mobile or iPad as the size of these documents could jam up and bring down our email.

Please email all documents to the following email:

[accountant@hhgfoothills.com.au](mailto:accountant@hhgfoothills.com.au)

With a cc to your usual accounting or financial planning contact.

**PLEASE REMEMBER** to put your name and telephone number in the subject line of the email. This will make it easier for our computer system to file your documents.

If you have any questions, please call and ask for Bradley Gardiner

## **Drop Box at our Back Door:**

We have installed a secure drop box at our back door. Please place any documents or USB sticks in the envelope provided. Put your name on the envelope and drop it in the box.

## **How we will get Documents to you:**

### **DocuSign:**

For the past couple of years, we have been transmitting our documents that require signing via the DocuSign software. We will continue to do this as it is quick and relatively simple to use. If you are having difficulty please follow the link below for instructions on how to sign a DocuSign.

<https://support.docusign.com/en/articles/How-do-I-sign-a-DocuSign-document-Basic-Signing>