



## OPERATIONS NOTICE

Posted 8/2/2022

We hope you and your family are well. We have taken great care and implement extensive measures to create a company infrastructure that enables our employees to continue to service our clients safely and efficiently through whatever situation is presented.

- The branch offices are typically closed to public, walk-in traffic. Please contact our staff ahead of time to schedule in-person meetings and visits.
- We have an abbreviated, in-person schedule at the Falls Church, Va. branch office to process mail and package deliveries. Therefore, the processing of paperwork and checks received at this office could be delayed. Please contact us regarding time sensitive deposits or to set up ACH instructions.
- We allow employees to conduct their work from outside the physical branch offices, restrictions apply.

Thank you and let us know if you have any questions.

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