

Tax Return Drop-off Procedure

Due to Covid-19 still being a concern, for both your safety and ours, we will be practicing touch-free tax return drop off and pick up until the threat is gone.

1. Please **COMPLETELY** fill out the Tax information form also found on this page of our website.
2. When you arrive at the office please place the information form and all pertinent tax information in a provided plastic zip-loc bag found in the second drawer of the plastic drawer tower at the back door.
Please do not leave folders, large envelopes, carriers etc.
3. Place entire package in large, secure, black drop-box/mail box at back door.
4. If you wish to meet with Steve, please be sure to check that box on the information form and we will call you to arrange for a virtual meeting via tele-conference as we will not be holding in-person meetings this year.
5. If you have any questions or concerns at all, please feel free to call us at 508-987-3600.