

COVID 19 UPDATE

What does "close our office to the public mean"?

- We will continue to process tax returns daily
- We will try to meet the FED and VA filing dates for the 2020 tax year but you could be put on extension just to be safe.
- No in-person meetings
- No in-person drop off for documents (PLEASE USE BOX next to our door 10am-4pm)
- No in-person PICK UP of completed tax returns UNLESS AN APPOINTMENT IS MADE
- Completed tax returns will be sent to you via a secure protected e-mail file or US Mail
- Signed e-file authorization forms must be returned to us via the BOX next to our door, secured e-mail, US Mail, or fax.
- Payment to be left if check or we can send link to use CC.
- Original documents can be picked up in drop off box or at a later date just let us know.
- We do know dates are extended but advise to file as soon as you can.

PLEASE CALL THE OFFICE LINE 804-744-7703

Office Hours 9 am-5pm Monday-Thurs

Phone Hours 9am-4pm Monday-Thurs

Drop off hours 10am-4pm Monday-Thurs

OR EMAIL US

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THANK YOU FOR UNDERSTANDING AND BE SAFE