

# COVID 19 UPDATE

## What this means to the public and our customers?

- We will continue to process tax returns daily
- WE WOULD APPRECAITE USE OF A MASK FOR ANY FRONT DESK INTERACTION.
- We will try to meet the FED and VA filing dates for the 2022 tax year but you could be put on extension just to be safe.
- Scheduled in-person meetings only
- In-person drop off for documents or (USE BOX next to our door 10am-4pm)
- In-person PICK UP of completed tax returns PLEASE MAKE AN APPOINTMENT
- Completed tax returns CAN 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 will be made before filing
  - By check, cash or CC in office
  - By check or CC on website [generaltaxservicesrva.com](http://generaltaxservicesrva.com)
- Original documents can be picked up in drop off box or at a later date just let us know.

PLEASE CALL THE OFFICE LINE 804-744-7703 FAX 804-744-2961

Office Hours 9 am-5pm Monday-Thurs

Phone Hours 9am-4pm Monday-Thurs

Drop off hours 10am-4pm Monday-Thurs

OR EMAIL US

[JACK.GTS@COMCAST.NET](mailto:JACK.GTS@COMCAST.NET)

[RICK.GTS@COMCAST.NET](mailto:RICK.GTS@COMCAST.NET) 804-221-4916

[JACK@GENERALTAXSERVICESRVA.COM](mailto:JACK@GENERALTAXSERVICESRVA.COM) GROUP MAILBOX

5912 HARBOUR PARK DR

MIDLOTHIAN VA 23112

THANK YOU FOR UNDERSTANDING AND BE SAFE