

# 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 05/1/20 VA filing date and the 7/15/20 FED filing date 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.
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- 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