

## **Drop-Off Service**

Drop-Off Service is a convenient way to help you file your taxes and save time. There are no additional costs for this service.

### **Here's how it works:**

- Gather your tax documents such as W-2s, 1099s, mortgage statements, etc.
  - Fill out Client Information Sheet and Put all documents into an envelope
  - Drop envelope in to our Secure Drop-Off Box or mail it to the office using USPS Priority® Mail Flat rate service.
  - Your Tax Consultant will contact you to follow up.
  - When your return is complete, you can either come to the office to review and sign your return or you can approve your return online without having to come into the office.
- Questions? Call us for more information