



Jack Skehan & Associates

TAX PREPARATION

Enrolled Agents • *Tax Experts Since 1963*

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## What to do if you are unable to participate in an in-person tax interview

Materials may be dropped off any time during business hours, which are **8:00 AM to 5:00 PM, Monday thru Friday**. Extended business hours, **7:30 AM to 7:00 PM, Monday thru Friday, and 7:30 AM to 3:30 PM on Saturday, begin January 27<sup>th</sup>**. We can accept your files via our secure and confidential email system. Contact us and we can walk you through the process. Or you may prefer to send documents via the U.S. Postal Service or FedEx, as many of our clients already do. We will keep your appointment slot on our schedule, which will roll over to next year.

- What to include in your drop-off packet?
  - Your most recent contact information (phone, email and address).
  - Tax forms and papers.
  - Notes and information about changes for 2023 or the future.
  - A signed Engagement Letter.
  - A completed questionnaire.
    - Copies of the letter and questionnaire were mailed to you with your tax appointment. Or visit [www.JackSkehan.com](http://www.JackSkehan.com) to download the forms.
  - We may substitute a telephone conversation or communicate through electronic means as we continue to prepare tax returns on a drop off/mail basis, as well as continuing with our in-person appointments.

Upon completion of your tax return we will call you to review the results and answer any questions.