

In-office appointments for 2025 (2024 tax year)

Kinna and I have discussed the issue of in-office appointments - whether to continue with none or go back to in-office appointments,

For the safety of our staff and our clients we are once again not having in-office appointments.

I know that this may cause some issues for some of our clients but we need to be concerned for the health of not only our staff but our clients as well.

Based on this decision the following guidelines will be used.

1. You can do electronic transmissions by using Encyro. (See Encyro Use Instructions located on the Contact US page on our website)
2. You can drop off your paperwork. Mask is not required in office unless you choose to. If you are not feeling well please do not come to the office. Even if it is allergies. Please stay home and then when you are feeling better drop off your package. If you are sick not only do you carry germs but so does your package.
3. You can fax your information via 520-292-9878. Please make sure all pages are legible and remove all social security numbers prior to faxing.
4. You can mail us your paperwork and you will receive your tax return from us by either picking it up or electronic transmission. If you mail your paperwork ONLY MAIL COPIES. Do not send original forms. Again remove all socials from your paperwork by blacking them out. If you use regular mail use P O Box 35743, Tucson, AZ 85740. If you use a carrier (ie Federal Express or UPS) use the street address 1585 W Wetmore Rd, Tucson, AZ 85705.

I know that these changes may cause additional steps for our clients and we did take that into consideration when making this decision. However, we feel that this is the best solution for all.

If any of these solutions do not work for you, please contact us at 520-292-9773.

Please do not e-mail your paperwork through normal e-mail unless all Social's are removed from the paperwork. If you send through Encyro instead it will be secured and no need to remove Social's from the paperwork.

Make sure whether you use our secure portals, drop off, fax or mail that you provide us with a current e-mail address and phone number in the event we need to contact you.

Note: When you send paperwork we will verify receipt by e-mail. If we don't verify receipt within 5 days please follow up with an e-mail to us for verification that we received your documents.