

Changes to in-office appointments for 2024 (2023 tax year)

Kinna and I have discussed this issue in great length and have come to the conclusion that there will again be no in-office appointments in 2024 (2023 tax year). My on-going health issues are a main concern when it comes to Covid-19, the flu or any other virus creatures that are floating around at tax time. We have decided this to maintain not only our health but the health of our clients and staff.

Based on this decision the following guidelines will be used.

1. You can do electronic transmissions by using our secure portal Encyro. (See next page for more information).
2. You can drop off your paperwork. 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 portal, 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.

We appreciate your co-operation through this very difficult time.

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.

November 2023

Due to the changes in our policy for 2023 tax year (no in-office appointments) we have added an additional way to get your tax information to us. It is a secure portal that is easier to use than SecureFilePro. Secure File Pro has been discontinued.

Encyro is easy to use and sends all files secured. I did a lot of research on obtaining another secure way to receive and send files and this one seems to fit the bill for ease of use for our clients and our staff.

When we send you a secure file from Encyro it comes to your e-mail account. It will give you 2 options - Access and Let Expire or Set Password and Access. USE ACCESS AND LET EXPIRE. Once you open the e-mail you have the choice to select and download files we send. At the bottom of this email there is a REPLY NOW. Do not use this feature unless you want to set up your own account for your own use. You can download any files that we send by simply clicking on them and loading them to your desktop.

In order to send us secure paperwork please use the following:

<https://www.encyro.com/lindaabdesign> for sending files to Linda

<https://www.encyro.com/kinnaabdesign> for sending files to Kinna

I believe this will be a viable option for the majority of our clients.

Linda Hutchinson