



The Tax Shoppe of SLC Inc
COVID PROTOCOLS

We are concerned about everyone's health!!!

We have developed a few options to service your tax needs in 2021. We ask that you wear a MASK entering our office at all times. For your healthy safety and ours, we strongly recommend dropping off your tax information. We can contact you with any questions to complete your tax return.

1. We offer a "drop off" service where, at your option, you can drop off your tax return and
 - a. complete the process by picking up your tax return when completed,
 - b. or complete the process via email/fax
 - c. and pay for our services via credit cards

** We have a drop slot in the front door allowing clients to drop off their paperwork securely 24/7. Make sure the envelope is sealed and clearly marked. If you need a tax worksheet, call the office and we can email that to you.

2. When you arrive at our office, we will gladly come to your vehicle and retrieve your paperwork – just call our office when you are parked at the curb.

The Tax Shoppe offers and strongly recommend Remote Tax Return processing:

1. Scan/Email/Fax your source documents to our office;
2. We will email you a credit card authorization;
3. We will process your tax return and contact you with any questions;
4. We will email your signature pages and process your credit card payment.
5. We will email your completed tax return and source documents to you and the process is complete.



In the event you want or need an appointment to process your personal or business tax return, please call the office at 772-879-2895.

1. Please be on time for your appointment.
2. When you arrive at the office, everyone **MUST** please wear a mask.
3. We provide hand sanitizer if you are so inclined.
4. We will take your temperature on your forehead. If your temperature is over 100 deg, you will have to leave and reschedule.
5. You will meet with your tax professional and remove your mask if mutually agreed upon by all.
6. We will process your tax return and complete the process.

We look forward to serving you!