

Office Policies: February 1, 2022 – Lobby is Open

- **Drop-offs**
 - Use secure drop-box in our office lobby. Envelopes are provided
 - Please include a signed engagement letter and a completed 2022 tax questionnaire (available in our drop-off area)
 - If you have questions or discussion items, please e-mail us or include them on a separate sheet. Attach the sheet to the outside of your materials

- **Appointments**
 - Limited in-person appointments are available
 - Telephone and internet (e.g., Zoom, etc.) appointments are encouraged

- **Pick-ups**
 - **Remote**
 - Pay by phone (513) 563-0598 (preferred) or make alternative payment arrangements
 - Returns will be mailed to you.
 - Signed 8879s can be placed in secure drop box outside of our office entrance, e-mailed (chuck@cpvpca.com) or faxed (513) 563-1605
 - Once signed Form(s) 8879 are received, returns will be e-filed
 - **In-person**
 - Push marked button by entrance door. Once call is answered, please indicate you're here to pick-up
 - Payment options – pay by phone (prior to picking-up) OR cash, check, or credit card at time of pick-up
 - Returns will be brought outside to you
 - Signed 8879s can be placed in secure drop box outside of our office entrance, e-mailed (chuck@cpvpca.com) or faxed (513) 563-1605
 - Once signed Form(s) 8879 are received, returns will be e-filed