

**For everyone's safety, we're limiting access to our office during the Director's  
STAY AT HOME Order**

**Office policies effective March 24, 2020 – office doors will be LOCKED**

- **Drop-offs**
  - Use secure drop-box outside of our office entrance. Envelopes are provided
  - 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**
  - All previously scheduled in-person appointments have (or soon will be) been converted to telephone or rescheduled
  - Appointments (for unstarted returns) have regular availability via telephone
  - Appointments (for in-process returns) have priority availability via telephone
  
- **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](mailto: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](mailto:chuck@cpvpca.com)) or faxed (513) 563-1605
    - Once signed Form(s) 8879 are received, returns will be e-filed