LOGAN COUNTY GOOD SAMARITAN VITA SITE

**INSTRUCTIONS FOR DROP OFF SERVICE – PLEASE READ CAREFULLY**

Tax office opens 1/20/2023

Monday – Thursday 2:30PM-5PM & Friday – Saturday 10AM – 4PM

For all tax questions and to schedule an appointment please call or text: 270-731-7192  
(please leave a message and someone will return your call asap)

1. Pick up a Tax Packet which contains all of the forms you will need to fill out for tax preparation services. **All forms must be completely filled out.** These forms may also be printed/downloaded from our website at <http://www.logancountygoodsam.com/tax-forms> .
2. Returning your documents: you may return your packet 4 ways.
3. In person by appointment during tax hours
4. Through the drop slot by the front door –

BE PREPARED TO ANSWER YOUR PHONE IF YOU DROP YOUR INFO THROUGH THE SLOT

1. Through the secured online customer portal –

PLEASE EMAIL FOR INSTRUCTIONS – [vita.lcgs@gmail.com](mailto:vita.lcgs@gmail.com)

1. Emailing documents to [vita.lcgs@gmail.com](mailto:vita.lcgs@gmail.com)
2. Once your documents are received:
3. Returns are processed in the order they are received with all required paperwork – THIS INCLUDES A COPY OF YOUR CURRENT PHOTO ID (NO EXPIRED IDs accepted) AND SOCIAL SECURITY CARDS. If you dropped off last year, **a copy should be in last year’s envelope, please place it in this year’s envelope.**
4. Each return must have an interview – if not done at the time of drop-off this will be done via telephone and video conference. **We encourage you to make an appointment to drop off.**
5. During the process of completing your return there may be an instance where a tax professional may need to call, email or text you – please answer your phone! NOTE: If you use the customer portal we can do live chat.
6. Please indicate the best time to contact you (and your spouse, if married) during the hours listed above on the “additional intake sheet”
7. Be sure to read the consent form #14446 that is included in the tax packet. It must be signed in order for VITA sites to prepare a return. It includes important information about how the site will prepare your return.
8. You may be called or texted from any of these numbers:

270-731-7192

270-847-9531

270-725-9002

Exceptions may be made on a case by case basis for the video conferencing after exhausting all virtual alternatives.