**LOGAN COUNTY GOOD SAMARITAN VITA TAX SITE**

**INSTRUCTIONS FOR DROP OFF SERVICE**

 **PLEASE READ CAREFULLY**

**TAX OFFICE HOURS**

Monday through Thursday 2:30PM-5PM

& Friday – Saturday 10AM – 4PM

**For all tax questions and to schedule an appointment please call or text:** **270-731-7192**

**Email: VITA.lcgs@gmail.com**
(please leave a message, and someone will 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.***
2. Returning your documents: you may return your packet 3 ways.
3. In person by appointment during tax hours
4. Through the drop slot by the front door – BE SURE TO INCLUDE COPIES OF ALL REQUIRED DOCUMENTS – see “What you need” at the top of the Intake Sheet!
5. Through the secured online customer portal –

 PLEASE EMAIL FOR INSTRUCTIONS – vita.lcgs@gmail.com

1. Once your documents are received:
2. Returns are processed in the order they are received with all required paperwork
3. 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.**
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. You may be called or texted from any of these numbers, please put them into your phone!

 270-731-7192

270-847-9531 – do not call or text this number

270-725-9002 – do not call or text this number