

## *Fact Sheet: Contactless Drop-Off Box*

### **Purpose:**

Our locked drop-off box is designed to provide a secure and convenient way for you to submit your documents when visiting our tax office.

### **How It Works:**

1. Location of the Drop-Off Box:
  - The locked drop-off box is located inside the waiting room at our office. Look for the clearly marked *brown box* across from the seating area for your convenience.
2. What You Can Drop Off:
  - Tax documents (e.g., W-2s, 1099s, tax returns)
  - Proof of income, expenses, deductions, and credits
  - Identification documents
  - Signed e-File Authorization Forms (8879s)
  - Payment for our services
3. Before Using the Box:
  - Ensure all documents are in a *sealed envelope* that is clearly labeled with your name, address, phone number, and email address. Envelopes and other supplies will be provided.
  - If you're dropping off a completed form, make sure it's signed and dated.
4. How to Use the Box:
  - Simply place your *sealed envelope* containing your documents in the locked drop-off box.
  - Ensure the lid is fully closed after you drop your documents inside.
  - The box is securely locked to prevent unauthorized access.
5. After Drop-Off:
  - Our staff will retrieve the documents from the box at regular intervals.
  - You will be contacted if any additional information or clarification is needed.
  - Your documents will be handled with confidentiality and processed as if you handed them to your tax preparer.

### **Important Security Features:**

- ***Locking Mechanism:*** The drop-off box is equipped with a secure lock to prevent unauthorized access to your documents.
- ***Regular Monitoring:*** The box is checked periodically throughout the day to ensure the timely processing of your paperwork.
- ***Confidentiality:*** All documents placed in the box will be handled in compliance with our Privacy Policy.

### **Additional Information:**

- The drop-off box is accessible during the tax office's regular business hours.
- No appointment is needed to use the box.
- If you are unsure about which documents to submit or have any questions about using the drop-off box, our staff is available to assist you.