

## Face covering is mandatory in the office.

In an effort to keep our clients and associates safe, Ed O'Neill Taxes Ltd has modified its appointment process.

- ❖ Phone appointments are always available.
- ❖ Virtual appointments through zoom are available.
- ❖ In-Person appointments will be limited to 15 minutes per client, after taxes documents have been received, and will be of limited availability.

To minimize any risk of compromising anyone's health, please submit all tax documents using one of our convenient methods:



**SecureFile Pro Portal** – If you need an account, simply email us at [Office@EdONeillTaxes.info](mailto:Office@EdONeillTaxes.info) requesting access and we will email you a link for you to establish an account.



**Email** – [Office@edoneilltaxes.info](mailto:Office@edoneilltaxes.info)



**United States Postal Service**



**UPS**



**Federal Express**



**Fax** – 516.822.6704 (Please do not fax State IDs such as driver's licenses. The poor quality makes it illegible to process). Feel free to use one of our other document submission methods

- ❖ **Once your return is complete we will contact you to set-up your scheduled time with Ed.**

As a matter of courtesy and precaution, if you have a cough, fever, cold or any flu-like symptoms, please do not arrive at the office for any reason. We will do everything in our means to make sure your taxes will be prepared in a timely manner.

We look forward to serving you and hope this tax season brings you good health and happen returns.

Sincerely,

*Ed*

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