

## **2021 Tax Filing Season**

Due to the COVID-19 virus, we are taking precautionary measures to ensure the continued health and safety of all. In regards to our filing process for the 2021 Tax Season, please read below.

### ❖ **Face Mask Is Recommend While Inside Our Office**

#### ❖ Tax Return & Other Document Drop Off Options:

- **Open Office Hours For Drop Off**  
**12:00 – 6:00 Monday - Thursday**  
**12:00 – 4:00 Friday**
- **Mail Slot Drop Box:** Documents can be deposited into our building using our mail slot drop box which is located on the back door of our office. Additional directions are located on the back door.
- **Appointment or Curbside Drop Off:** Please Call 235-4250 or email TTrapp@TrappFinancialGroup.com to setup an appointment or curbside drop off.
- **Secured Portal or Email:** Documents can be sent via a secured portal or by email. For a link to the secured portal, please send an email request to TTrapp@TrappFinancialGroup.com

If you have any questions, please contact us as 618-235-4250 or email at [ttrapp@trappfinancialgroup.com](mailto:ttrapp@trappfinancialgroup.com).