

## **2022 Tax Filing Season**

Below is our process for dropping off documents during the 2022 Tax Filing Season (February 01, 2023 through April 10<sup>th</sup>, 2023).

### ❖ 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).