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Dear Client:

Thank you for continuing to use our tax services. Regular office hours will begin on Feb 1<sup>st</sup>.

Dealing with an ongoing pandemic and controversies about vaccinations has impacted the daily operations of our office. This year we will not be doing a review and estimate appointment. Instead, you will only need to drop off your tax documents. A monitored drop box is available at the office door, the same as last year. **Please make sure you have all of your documents before dropping off and include your phone number.**

After dropping off your documents please allow us a few days to complete your taxes before scheduling your pick-up appointment. You will schedule your own appointment to pick up the completed tax returns and documentation (blue folders – same as always). Because we are a home office....**Masks will be required when picking up your items.**

To schedule your appointment or check your refund status go to our website at [www.brentpaskett.com](http://www.brentpaskett.com) and follow the links. The online scheduler includes email confirmations, reminders, and allows you to cancel or reschedule when necessary.

Our hours will be/are:

**Mon from 4:00 pm to 6:00 pm**  
**Tue, Wed, Thu from 3:30 pm to 7:30 pm**  
**Sat from 12:00 pm to 4:00 pm**

You can also send us your documents via email or US mail. We can return the completed tax returns and documentation to you via US mail. We cannot send your completed returns to your email.

If needed, we can provide a limited consultation appointment to resolve some tax issues.  
**Consultation appointments will incur additional fees.**

If necessary, call us at **435-753-4085** or **435-932-0829**. Please leave a detailed message including your name and phone number. We look forward to seeing you again soon.

*Brent*  
*Lesia*