

**Dear Valued Clients,**

**Out of an abundance of caution for the health of our clients and staff, we are implementing the following policy for dropping off and picking up tax returns, until further notice.**

**Dropping Off Returns: Please place the information through the mail slot in the door. We will check for new drop-offs periodically throughout the day.**

**Picking Up Returns: Once your return is completed, we will mail your information and tax return to you. The package will include instructions for what you need to sign, an invoice for our services, and a stamped envelope for anything that needs returned to us.**

**Meetings: We will be happy to conduct meetings by phone.**

**We appreciate your understanding and patience as we are trying to do our part in limiting any possibility of spreading the Coronavirus. If you have questions or concerns, please feel free to call our office at (304) 744-4500, or email us at [ghacpa@gmail.com](mailto:ghacpa@gmail.com).**

**Thank you for your support in this matter!**