

Effective 8:00am Tuesday, March 24, 2020

our office is closed to the public

Until further notice

765-675-7021

Are you here after hours?

Please use the drop box if possible.

Make sure your documents are labeled with a name and a contact phone number.

Leave a message on the voicemail: 765-675-7021

Email us: admin@lgcaccounting.com

Are you dropping off information?

Please use the drop box to the left of the front door.

Make sure it has a name/company and contact phone number/email address. Your tax preparer will call or email you with any questions concerning your return.

You will be called when the return is finished.

We will use the drop-box slot in reverse for any in-person pick-ups or will mail your return to you.

Are you here to pick something up?

If our office staff does not see you, please knock on the door or call us at 765-675-7021. We will get your paperwork to you through the drop box.

If your signature is required, please use your own pen, if possible.

Signatures and payment are required before we will file your tax return and get your documents to you.

Payment can be made electronically or over the phone.

If you are mailing information back to us, please include payment with the necessary signature pages. We will provide you an envelope.

We truly appreciate your patience and your continued cooperation in this time of uncertainty. This is all to protect you and our staff!