****

**Phone: 812-522-5234 or 812-525-1059 Email:** [**mann@manninc.net**](mailto:mann@manninc.net)

**TAX PREPARATION SERVICE OPTIONS**

**Drop Off**

* 1. Bring your tax information into the office where Alexis will go through a short checklist to make sure we have all the information we need.
     1. **DON’T FORGET** – The state of Indiana is requiring a copy of the driver’s license of the taxpayer and if applicable the spouse if filing jointly.
  2. You will leave your information with us to complete your tax return.
  3. Once completed we will contact you to let you know it is done and ready for your signature(s).
  4. When picking up your return, a staff member will review your return with you.

**Drop Off with 15 min Interview**

1. Call the office to schedule a 15 min interview appointment
2. On your appointment bring your tax information with you where you will sit down with a staff member and go over your information.
   * 1. **DON’T FORGET** – The state of Indiana is requiring a copy of the driver’s license of the taxpayer and if applicable the spouse if filing jointly.
3. You will leave your information with us to complete your tax return.
4. Once completed we will contact you to let you know it is done and ready for your signature(s).
5. When picking up your return, a staff member will review your return with you.

**Appointments**

1. Call the office to schedule an appointment
   1. If you need more than 1 hour to complete your return please let us know
2. Bring your tax information with you to the appointment
   * 1. **DON’T FORGET** – The state of Indiana is requiring a copy of the driver’s

license of the taxpayer and if applicable the spouse if filing jointly.

1. In the appointment the staff member will complete your return with you and once completed you will sign for the return.