

January 5, 2025

ALL TAX PACKAGES WILL BE PREPARED IN THE ORDER THAT THEY ARE RECEIVED. WE REQUEST THAT YOU DO NOT DELAY IN GETTING US YOUR 2020 TAX INFORMATION TO ENSURE TIMELY FILING.

We are receiving a substantial amounts of e-mail and phone calls relating to our changes regarding in-office appointments. I am hoping that this will help clarify your options.

There are 5 options

1. **Drop Off** - You can drop off your tax paperwork anytime between 9am and 6pm. No appointment for drop off is required. You can either drop the package off in our office or use the outside drop box that is located just left of our front door. Please make sure if using the drop box that you hear your package drop. It sometimes hangs up and does not drop all the way down. Make sure you once your drop it in that you cannot reach in and touch it. If you can push it and it will drop to the bottom.
2. **Fax (520-292-9878)** - You can fax your paper work to us. Please make sure everything is legible and written in ink (blue or black). Make sure to black out all sensitive information. Social Security #'s and account numbers. We will verify receipt by e-mail.
3. **Mail** - If you choose to mail your paperwork to us please send to Accounting By Design, Inc, P O Box 35743, Tucson, AZ 85740 or if using a carrier (UPS or FedEx) use 1585 W Wetmore Road, Tucson, AZ 85705. Again black out all sensitive information and **DO NOT SEND ORIGINAL PAPERWORK**. Please send copies only. If you send originals and we have to mail back to you there is a minimum \$10.00 charge. You can choose for us to either mail you your completed return or have us send it electronically. If we mail there is a minimum \$10.00 charge.
4. **SecureFile Pro** - This portal is no longer valid. Please use the new portal Encyro.
5. **Encyro secure portal** - Encyro is much easier to use and does not require an account to use. Please see attached information regarding how to send secure encrypted files to us. The attachment also explains the procedure for when we send something to you.

If you use the drop box, fax or mail we will e-mail you upon receipt. If you do hear from us within 3 days please call our office.

With both Encyro and Secure File Pro you do not need to black out sensitive information since the files are encrypted and secure.

I hope this provides some clarity on a confusing situation. Both Kinna and I truly appreciate your patience and understanding during this difficult time.

Encyro Instructions

Files sent to you from our office:

When we send you a secure file from Encyro it comes to your e-mail account. It will give you 2 options - Access and Let Expire or Set Password and Access. **USE ACCESS AND LET EXPIRE.** Once you open the e-mail you have the choice to select and download files we send. At the bottom of this email there is a **REPLY NOW.** Do not use this feature unless you want to set up your own account for your own use. You can download any files that we send by simply clicking on them and loading them to your desktop.

Sending us Paperwork:

In order to send us secure paperwork please use the following:

<https://encyro.com/lindaabdesign> for sending files to Linda

<https://encyro.com/kinnaabdesign> for sending files to Kinna