

Libraries Tax Prep Information

Likely you will be receiving calls re Tax Prep for 2020 returns. Our plan is as follows:

In order to keep volunteers and tax payers safe, the contact between the two parties will be minimized

This year, due to Covid 19 limitations, only these sites will be participating:

Goodwill on Appleton Road - Monday thru Thursday mornings

Menasha Public Library on Monday & Tuesday mornings

Kaukauna Public Library on Wednesday & Thursday mornings

Sites will be open from February 1 thru mid April 2021

Appointments are **required** (call 215 1040 to schedule an appointment)

Appointment line be activated on Jan 12, 2021

NO Walk-ins allowed!

Tax payers are required to fill out some documents completely and accurately prior to arriving at the site.

Appointment scheduler will inform Tax Payers where the Pre Appointment document package can be picked up

First appointment should only take approximately 35 minutes. Documents will be reviewed for completeness, scanned and returned to the TP. The return will be prepared and reviewed off site

A second appointment is needed to complete the filing process. It will be scheduled at the same time as the first appointment is made. Time required for the 2nd appointment should be approximately 15 minutes. The return will be reviewed with the client. It will need to be signed. A printed copy of the return will be given to the client. The return will be e-filed, scanned documents deleted

Masks are **required**; social distancing **must** be maintained. The number of people entering the “work” area **must** be keep at a minimum.

Addition information can be provided by the appointment scheduler