



## **TAX OFFICE REOPENING IN JUNE WITH APPOINTMENTS**

**11641 CHESTER ROAD • SHARONVILLE, OHIO 45246 • 513.563.1169**

Out of concern for the safety of our residents and employees, there are procedural changes as follows:

- Call the office at 513-563-1169 to reserve an appointment time as soon as possible.
- Appointments are available Monday through Friday 9:00 AM to 4:30 PM.
- Please call the office upon your arrival, and we will notify you when a tax preparer is available. Waiting inside the building is NOT permitted.
- One person per appointment is allowed to enter the building. Exception is for a second person needed for translation or physical assistance.
- Employees will wear face masks. All visitors are asked to wear one while in the building.
- To make a cash or credit card payment, please call us upon your arrival and you will be greeted at our front counter.
- To drop off paperwork or to make payments via money order or check, please deposit it in the secure drop box next to the front door.