

**O'Brien Tax Services**  
**Palmer Office Hours & Procedures**  
**1024 Central Street Palmer, Ma 01069**

**No appointment- drop off and pick up:**

	Office Hours
<b>Sunday</b>	<b>9-4</b>
<b>Mon- Thurs</b>	<b>9-4</b>
<b>Fri-Sat</b>	<b>Closed for pickup-dropoff</b>

**In-person appointment:**

You may schedule on our website- [obrientax.com](http://obrientax.com) and have the option of scheduling an appointment to drop off your tax documents or pick up your completed tax return. If this appt is to pick up, please have all your tax documents submitted to the office 7-10 days prior. There is an additional \$25 fee.

**Zoom Appt:**

If you feel you would be best served by having an interactive appointment a zoom apt can be scheduled at [obrientax.com](http://obrientax.com). Please submit your tax documents a week in advance. There will be an additional charge for the appointment.

**Virtual Portal:**

Please send us an email at [palmeroffice@obrientax.com](mailto:palmeroffice@obrientax.com) requesting access to our online portal if you would like to send us your tax documents electronically. Please allow 24-48 hrs for us to respond. The invitation will come from Secure File Pro, a secure, encrypted online platform that complies with industry-standard security measures.

**Mail in:**

If you are mailing original tax documents we strongly recommend mailing with tracking. We will mail the completed return and documents back to you with an additional cost to cover mailing insured.

**O'Brien Tax ATTN: Bernice Begley**  
**1024 Central St Palmer, Ma 01069**