



During this unprecedented time, we at Schell & Hogan, LLP believe the safety of our staff and clients is most important. We request that clients avoid coming into the office and abide by the CDC guidelines. We can be reached via telephone at (912) 638-9031 or e-mail. Click [here](#) to visit our website for contact information.

We realize that tax returns are here that need to be signed and filed. Please abide by the CDC distancing policy when you are in the office.

There are multiple ways to safely and securely deliver tax documents and sign forms. These include:

**DROP OFF:**

Place your documents in a marked envelope and drop through the mail slot in our front door. Office hours are currently 8am to 5pm Monday through Friday, but the mail slot is open 24/7.

**CREATING PDFs:**

Use your scanner or search your app store or google play store for a PDF generator for your phone to create digital files for us. The two apps we have found useful are [CamScanner](#) and the [Adobe Scan](#).

**PORTAL:**

Our portal allows for easy and secure two-way transmission of files such as tax documents, signature forms, and client copies. Click [here](#) to go to our website to access our Client Portal.

**SECURE EMAIL:**

Emailing sensitive material through normal E-mail is never recommended. Instead, please click [here](#) to go to our website to access our Secure E-mail link.

**DOCUSIGN:**

We can send and receive signature forms electronically through DocuSign. We will need your email address, and that of your spouse if applicable, in order to use this method.