

# O'Brien Tax Services

## Palmer Office Hours & Procedures

**NEW OFFICE ADDRESS**  
**1024 Central Street Palmer, Ma 01069**

### No Contact Drop-off:

There will be a secured lockbox located directly outside of our new office door to drop off your tax information. The drop-box will be emptied daily and monitored by a security camera for your comfort and security.

### In Person Drop-off/ Pickup:

	Office Hours
Sunday	9-4
Mon- Thurs	9-4
Fri-Sat	Closed for pickup-dropoff

### 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. Please make note of our new address:

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

### 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.