

Winger Tax Service
904 North Orchard Drive
North Manchester, Indiana 46962
260-306-3100 – wingertax@gmail.com

Hello! We are so glad to kick off the 2023 tax season with you. Below is an overview of services and a copy of our Client Information Sheet. Please don't hesitate to contact us if you have any questions or concerns. We look forward to working with you.

- Client Information Sheet: Included is a copy of our Client Information Sheet. We often get the question "Do I need to fill this out again?" The answer is, "Yes, please." This document serves as a communication tool and helps us to be sure that we are preparing your return accurately. To streamline this process, you will see that we have made a few changes to the format. Thank you in advance for completing this and including it with your information.
- Our Website: Our website offers a place where you can find our current hours of operation, copies of forms, updated policy information, and much more! Check it out at www.wingertaxservice.com.
- On-line Services: Our Secure File Pro offers a secure link for you to upload your tax information directly to us, communicate with our preparers, review your return, sign, and make your payment. The link can be found on our website listed above.
- 24-hour Drop off Services: This is a convenient, safe, and secure way that fits into your schedule and saves you time. Simply drop off your information with a completed Client Sheet. We receive your information, you advise us on any questions or concerns you may have, we process it, contact you if there are any questions or concerns we have, and contact you to schedule a time to pick up when they are complete. (The secure drop off box is located just outside the breezeway office door.)
- Pick up: We will continue to schedule a time for you to visit the office for you to sign, pay, and pick up your completed returns. Scheduling a dedicated time for pick up allows us to meet with each of you face-to-face where we can review, discuss, and further ensure the accuracy of your return before it is filed.
- Forms of Payment Accepted: To help keep our costs low we ask that you please consider paying with Cash or Check. Thank you.

Most Sincerely,

Jim and Heather Winger