

Covid-19 Notice

In accordance with Gov Pritzker 'Shelter in Place' order our insurance/tax preparation offices will not be open to the public effective 3/21/20.

Please be assured, however, that we are still working remotely to service your needs. As soon as it is safe to do so - we will reopen our doors to the public just as we have done for the past 40+ years. For now - we will now need to communicate by phone, email, fax or text.

INSURANCE PAYMENTS: We strongly encourage automatic EFT payments. It is simple, easy and most carriers offer discounts to sign up. If you are not on EFT, you can make a credit card payment or direct debit from your checking account by calling your insurance carrier or by going to their website. You can also call us at 815-883-3514 and we can make take the payment information over the phone. If you need to make a cash payment- place money in envelope with your name and policy # and slide it through the mail slot. We will upload amount in envelope to carrier and mail/email you a receipt.

INSURANCE CLAIMS/ POLICY CHANGES: Please call us at 815-883-3514 or call your insurance company directly.

INCOME TAX PREPARATION:

Drop off: Please place tax information in an envelope and slide through mail slot in our office door. Please include your phone number and any questions for Mike. We will be stopping by the office periodically during the day to check the mail and pick up returns. We will call you if we need add'l information.

Pick Up: Call us at 815-883-3514 for options available or to make other arrangements for electronic delivery and signatures.

We are still here to help. **Call** us at **815-883-3514** or **email** us at ZaminIns@Comcast.net or **text** us at **815-343-9280**.

THANK YOU- BE SAFE!