

## TWIN HICKORY RECREATION CENTER

**Location:** [5011 Twin Hickory Road, Glen Allen, VA 23059](#)

**Opening date for tax return preparation:** Saturday, February 1, 2025

**Closing date:** Tuesday, April 15, 2025, closes at noon.

Closed on Monday February 17, 2025 (President's Day)

**Contact:** (804) 476-4149

**Days and times for Tax Preparation and setting of appointments:**

· Monday thru Friday 8:30 – 2:30; Saturday 8:30 – 11:00 a.m.

### TAX RETURNS ARE PREPARED BY APPOINTMENT ONLY.

**Appointments for new clients must be made in person at the THRC.**

- We start setting appointments on Friday, January 24, 2024.
- Hours for setting appointments are:
  - Monday through Friday - 9:00 am to 2:00 pm; Saturday - 9:00 am to 11:00 am

If possible, please bring your prior year tax return when you come to set up your appointment. Once your appointment is set, you will receive instructions and forms which are to be completed **prior to** your tax preparation appointment. A family member may make your appointment however, they must know your availability.

**(NEW) Appointments for returning clients may be made using our new online appointment system.**

- You may use the online appointment system if you had your tax return prepared at either the Twin Hickory site or the East End Henrico Tax-Aide site for tax years 2022 or 2023.
- Go online to <https://henricotaxaidecalendars.as.me/> to access the appointment setting system. *This link will be activated sometime between January 19<sup>th</sup> and January 24<sup>th</sup>, 2025*
- If you use the online system, you still need to come by the Twin Hickory Recreation Center site to pick up your “packet” and the Intake/Interview Form prior to your appointment.
- You may come to the site to set up your appointment in person if you wish.