



Your privacy is important to us. Please read the following privacy policy.

We collect nonpublic personal information about you from various sources, including, but not limited to:

- * Interviews regarding your tax situation
- * Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data
- * Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

Copies of your tax returns and other documents can only be disclosed, in person, to the taxpayer listed on the tax return (or spouse if a joint return). This means that your tax returns can NEVER be given to your parent, your sibling, your child, or anybody other than you. Additionally, information can NEVER be given over the telephone. Copies of completed tax returns can, in some instances, be mailed to the address on the last-filed tax return, or emailed to the email address given on the last-filed tax return.