



Annual Privacy Disclosure Statement

Under the Gramm-Leach-Bliley Act of 1999, financial institutions must provide their customers with a “clear and conspicuous” notice about their privacy policies and practices, the conditions under which they disclose nonpublic personal information about consumers to nonaffiliated third parties, and how consumers can prevent the disclosure of their information. You already may have received such notices from the banks and brokerage firms with which you do business. Following the passage of this legislation, the Federal Trade Commission (FTC) issued detailed rules on these privacy notices, including to whom they should apply. In those rules, the FTC defined “financial institutions” to include all those who provide “financial or investment advisory services.” In turn, the FTC rules chose to broadly interpret “financial or investment advisory activities” to cover “tax planning and tax preparation.”

In compliance with the FTC rules, printed below is our firm’s current Privacy Disclosure Statement. Be assured that our firm has always considered our professional relationship with you to be one requiring the utmost trust and confidence.

Types of Information We Collect

We collect certain personal information about you – but only when that information is provided by you or is obtained by us with your authorization. We use that information to prepare your income tax returns and may also use it to provide various tax and financial planning services to you at your request.

Examples of sources from which we collect information include:

- Interviews and phone calls with you
- Letters or emails from you
- Tax return organizers
- Other documents we use in preparing your tax return
- Information about your transactions with us or others

Parties to Whom We Disclose Information

As a general rule, we do not disclose personal information about our clients to anyone. However, to the extent permitted by law and any applicable Code of Professional Conduct, certain nonpublic information about you may be disclosed in the following situations:

- To comply with a validly issued and enforceable subpoena or summons

- In the course of a review of our firm's practices under the authorization of a state or national licensing board, or as necessary to properly respond to an inquiry or complaint from such a licensing board or organization
- In conjunction with a prospective purchase, sale or merger of all or part of our practice, provided that we take appropriate precautions (for example, through a written confidentiality agreement) so the prospective purchaser or merger partner does not disclose information obtained in the course of the review
- As a part of any actual or threatened legal proceedings or alternative dispute resolution proceedings either initiated by or against us provided we disclose only the information necessary to file, pursue, or defend against the lawsuit and take reasonable precautions to ensure that the information disclosed does not become a matter of public record
- To provide information to affiliates of the firm and nonaffiliated third parties who perform services or functions for us in conjunction with our services to you, but only if we have a contractual agreement with the other party which prohibits them from disclosing or using the information other than for the purposes for which it was disclosed (an example of such a disclosure would include engaging a records-retention agency to store prior year records).

Confidentiality and Security of Nonpublic Personal Information

Except as otherwise described in this notice, we restrict access to nonpublic personal information about you to employees of our firm and other parties who must use that information to provide services to you. Their right to further disclose and use the information is limited by the policies of our firm, applicable law, our Code of Professional Conduct and nondisclosure agreements where applicable. We also maintain physical, electronic and procedural safeguards in compliance with applicable laws and regulations to guard your personal information from unauthorized access.

In the interest of facilitating our services to you, we may communicate by e-mail and other types of electronic communications. Such communications may include information that is confidential to you or your company. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent and that you consent to our use of these electronic devices during our engagements.

If you have any concerns about the disclosure of your personal information to third parties or wish to stop any disclosure that has been noted above, please contact us.

If you believe your tax return information has been disclosed or used improperly in a manner unauthorized by law or without your permission, you may contact the Treasury Inspector General for Tax Administration (TIGTA) by telephone at 1-800-366-4484, or by email at complaints@tigta.treas.gov.

SEE Solutions LLC