

update



Client Disclosure and Consent

Including Firm Privacy Policy

Client Information Series



Confidentiality

You may have some concern about the confidentiality of the information you provide to this firm. It is the firm's policy to keep your personal and business matters confidential to the extent permitted by law.

Client Information, Privacy Policies and Notice Regarding Advisor-Client Privileged Communications

The Federal Trade Commission regulations require tax preparation firms to provide an annual statement of firm privacy policies. Here is the firm's policy:

All the information that you provide is treated with the utmost confidentiality. Your personal information will only be shared with members of our firm who need to know this information in order to complete the work you have hired this firm to do. Your personal information will not be disclosed to anyone outside this firm without your express written permission to do so, or unless the firm is legally required to do so. For example, if a mortgage lender contacts this office for a copy of your return or information about it, you will be asked to provide written permission prior to this firm responding to that request.

You should also be aware that anything you divulge during the interview for the preparation of your tax return is confidential, but not protected from the IRS. Privileged communications (those that are protected from IRS authority to compel our testimony) are limited to noncriminal tax advice on matters before the IRS or noncriminal tax proceedings in federal courts. Although this firm considers any information you provide as confidential, return preparation engagements are not covered by advisor-client privilege.

If you feel the nature of any subject matter to be discussed requires protected communications, please raise that issue so that your possible need to consult with an attorney for legal advice can be discussed.

Referrals are Welcome

Referrals are the cornerstone of any service business. This firm, like other professional service firms, relies on satisfied clients as the primary source of new business. Your referrals are both welcome and most sincerely appreciated! Since your referrals are generally individuals you are well acquainted with, you can be assured that your personal, financial and tax data will not be shared with them.

An Expression of Confidence

When you refer clients here, you are expressing your faith and confidence in the services this firm has and will continue to provide to you. You may have business associates who need professional tax assistance or family and friends who struggle to do their own taxes every year. No matter whom you refer, be assured that their individual tax needs will be looked after in the same professional manner you have been.

Thank you for allowing this firm to be of service.

Authorization to Use Tax Return Information to Provide Other Requested Tax-Related Services

Federal law requires this consent form be provided to you. Unless authorized by law, we cannot use, without your consent, your tax return information for purposes other than the actual preparation and filing of your tax return. This firm is in the business of providing tax services beyond tax return preparation and tax representation, specifically year-round consultation and tax planning services. We cannot provide those services without your consent.

You are not required to complete this form. If we obtain your signature on this form by conditioning our services on your consent, your consent will not be valid. Your consent is valid for the amount of time that you specify. If you do not specify the duration of your consent, your consent is valid for one year.

Consent

I consent to the use of my tax information for purposes of communicating with me via newsletter, e-mail, website, phone or other means of communication with information or data that may be of use to me and, at my request, for the purpose of making recommendations to me, including, but not limited to the following:

- Tax advisory related to life events such as marriage, divorce, college expenses, stock option exercises, retirement and estate planning;
- Advice and planning related to tax treatment of investments, including acquisition and sale or exchange of real estate;
- Year-end tax planning including the preparation of revised estimated tax payments, minimum required distributions; and
- Responding to other tax and financial questions that I may have.

Having full knowledge of my rights in these matters, I affirmatively state that such services are an integral part of the total tax services for which I have contracted with this firm. I hereby authorize this firm to use tax return information, which I furnish, to provide me with tax-related tax services and responses to questions I later raise related to my personal income or business tax matters.

I understand that beyond the specific purpose of providing services I request, no tax return information will be disclosed to any other person or for any purpose not specifically allowed by law or by subsequent approval by me.

I also have read and understood the firm's Privacy Policy, which is reproduced in the brochure.

Duration of your consent (defaults to one year if left blank): _____

Your Name: _____ Spouse's Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

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 e-mail at complaints@tigta.treas.gov