

## **IMPORTANT NOTICE REGARDING CLIENT PRIVACY 2019**

Maintaining your trust and confidence is a high priority. That's why we want you to understand how we protect your privacy when we collect and use information about you, and the steps that we take to safeguard that information.

### **Our Privacy Policy**

In the preparation of your tax return(s), we collect nonpublic personal information regarding your income, deductions, dependents, marital status, business activities and other related financial activities.

We do not disclose any of this nonpublic personal information about our customers or former customers to anyone, except as permitted by law. The Internal Revenue Code prohibits disclosure of any income tax information by us without your written authorization. Any requests for copies of tax returns to be sent to a third party must be received in writing, including email and facsimile, before we can release this information.

We restrict access to nonpublic personal information about you and your tax return only to those employees who need to know this information in order to perform the work you have hired our firm to do. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

If you have any questions concerning this Privacy Policy, please write us at the address below.

Martin Accounting Services, Inc.  
222 West Pointe Drive  
Swansea, IL 62226