

Barbara's Tax Service

Privacy Policy and Disclosure of Nonpublic Personal Information

BARBARA'S TAX SERVICE VALUES YOUR PRIVACY. To better protect your privacy, this notice is provided explaining my professional and online information practices.

In regards to Tax Return Preparation, Tax Advice, Tax Extensions, Taxpayer Representation, and all other bookkeeping and/or tax-related services and matters:

Categories of Information I Collect:

I collect nonpublic personal information about you from the following sources:

- Information I receive from you on applications, tax preparation worksheets, organizers, and other documents I use in preparing your tax returns or other forms, via all forms of communication including but not limited to mail, email, telephone, fax, and delivery service;
- Information about your transactions with me or others; and
- Possibly information we receive from governmental agencies, including but not limited to the Internal Revenue Service, Texas Workforce Commission, and other state, local, or federal agencies.

Categories of Information I Disclose and Parties to Whom I Disclose:

I do not disclose any nonpublic personal information about my customers or former customers to anyone except as permitted by law or authorized by you. If you request your tax return(s) to be electronically filed, I do use a third party to transmit your returns to the Internal Revenue Service and other state taxing agencies, as applicable, and by so requesting, you are authorizing me to release information to those agencies and third party processors. If you authorize me as a Third Party Designee, you are authorizing me to release information about your tax return and its preparation to taxing authorities. Disclosure of tax return information to federal or state agencies or employees is governed by Internal Revenue Code Section 6103.

Confidential tax return information includes the following elements: the taxpayer's identity, the nature, source or amount of income, payments, receipts, deductions, net worth, tax liability, deficiencies, closing agreements, and information regarding actual or possible investigation of a return.

Please note: If you would like for me to be able to discuss your tax information with anyone other than yourself (or your spouse, if married), including a family member banking or mortgage lender, etc., please ask for a Release Form. I am prohibited by law from discussing your information with anyone other than the taxpayer(s) and others you authorize.

Confidentiality and Security:

I maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic information.

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In regards to Information Collected Online:

Categories of Information I collect

There are no pages on my web site on which you may order products, register to receive materials, or submit information about other people, other than the appointment booking service and downloadable forms. Email links are provided to allow you to contact me via e-mail. Non-identifying and aggregate information is collected in the form of web server logs, which collect the IP addresses of visitors, the files they access, and the types of operating systems and web browsers they use.

How I Use This Information:

I use your return email address and the content of your email to respond to your email query. Such emails are filed, but the addresses and content you provide are not used for any other purpose.

I use non-identifying and aggregate information to better design my web site. I do not disclose anything that could be used to identify individuals.

Finally, I never use or share the personally identifiable information provided to me via email or collected by aggregate reporting services in ways unrelated to the ones described above.

My Commitment to Data Security:

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, I have ensured that appropriate physical, electronic, and managerial procedures safeguard and secure the information I collect via email and web server records.

How to Access or Correct Your Information:

The only personally identifiable information that I collect online is that which you send via email. You may request copies of your emails, request that they be deleted, or send corrections or amendments to the address or content you provide. Confirmation will be provided for any changes or deletions you request.

To protect your privacy and security, I will also take reasonable steps to verify your identity before making corrections.

If you have any questions or concerns, please contact me at:

Mail: Barbara's Tax Service **Phone:** 940-964-2693/office **Email:** Barbara@BarbarasTaxService.com
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Sunset, TX 76270 855-333-4830/fax