

# **SALINAS, ALLEN & SCHMITT, L.L.P.**

**CERTIFIED PUBLIC ACCOUNTANTS BUSINESS AND TAX CONSULTANTS**

## **Policy on Disclosure of Your Personal Information**

This document contains important information on our concerns for protecting your rights under Federal privacy laws. In order to comply with the requirements of the 1999 Gramm-Leach-Bliley Act, we are required to provide you with the following statement regarding the privacy policy of our firm:

1. The necessary efforts in preparing your tax return we will gather and collect personal information about you (as we do for all of our clients) from the facts and figures you submit on our tax organizers, other forms and through information we obtain because of your business relationship with us, or affiliates and others which is necessary to complete your filing with the Internal Revenue Service and any applicable State Taxing authorities. In addition, in some instances we may receive information about you from a consumer-reporting agency.
2. Personal data is information and necessary facts that we collect from you that is not otherwise available to the public. Types of personal information we collect can include the following:
  - a. Knowledge regarding facts we receive from you on applications or other forms, such as name, address, social security number, names of family members, assets, liabilities, income and expenses.
  - b. Reports about your transactions with us, our affiliates, or others – account balances, investments, current and prior tax information, and credit card usage.
  - c. Information we may receive from a consumer reporting agency pertaining to your creditworthiness and credit history, including loan or mortgage payments made.
3. The Internal Revenue Service Code Sec 6103 and Texas State Board of Public Accountancy Ethics Standards prohibit us from sharing or disclosing this information with third parties without your consent. We will not disclose any personal information about our clients or former clients to anyone, consistent with our professional confidentiality obligations.

We will request your written authorization prior to disclosing your personal information to a third party (such as your banker, attorney, or other advisors). However, if we are required by law to disclose personal information about you, for example – in response to a subpoena or other court order – we must comply with or without your permission.

In the event it may necessitate, we may disclose personal information about you to our affiliated financial planning and investment firms.

To facilitate electronic filing of your tax return, we will only provide the necessary data to our software provider who submits your return to the Internal Revenue Service and other appropriate taxing entities.

4. These restrictions remain in affect regardless of your client status of this firm. In the case of a joint return, either spouse may request and be entitled to receive a copy of the information pertaining to the joint filing.
5. Within our firm, your personal information is provided only to those employees who need to have knowledge regarding the services we provide to you. Utilizing the highest resources of technology and procedural efforts, we implement various safeguards to protect your personal information.
6. We do not have any other third party arrangements in effect that require or allow us to make disclosures of this information available to others.
7. We are not required to make any disclosures regarding your information under the Fair Credit Reporting Act.
8. By employing and training professional staff in the manner directed by the Texas State Board of Public Accountancy, we will make every effort possible to insure your private information remains private.

Salinas, Allen & Schmitt, L.L.P.

*....providing support and solutions to problems*

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