

**Privacy Policy  
Disclosure of Nonpublic Personal Information**

Accounting and Tax Center, Inc. values your privacy.

**In regards to Accounting, Tax Return Preparation, Tax Advice, Tax Extensions, Taxpayer Representation, and other accounting or tax related services/matters:**

**Categories of Information We Collect:**

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

- Information we receive from you on applications, tax preparation worksheets/organizers, other documents we use in preparing your accounting documents and/or tax returns, or other forms;
- Information about your transactions with us or others; and
- Possibly information we receive from a consumer reporting agency.

**Categories of Information We Disclose and Parties to Whom We Disclose:**

We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted by law or authorized by you. If your tax return(s) are **electronically filed**, we do use a third party to transmit your returns to the Internal Revenue Service and Virginia Department of Taxation and other state taxing agencies, and you are authorizing us to release information to those agencies and third party processors. If you authorize us as a **Third Party Designee**, you are authorizing us to release information about your tax return and its preparation to taxing authorities.

**Please note if you would like for us to be able to discuss your tax information with anyone other than yourself (e.g. a family member, or others) please ask for a Release Form, we are prohibited by law from discussing your information with anyone other than the taxpayer(s) and others you authorize.**

**Confidentiality and Security:**

We restrict access to nonpublic personal information about you to those officers, directors, and employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic information.

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

Mail:  
Accounting and Tax Center, Inc.  
P.O. Box 20683  
Roanoke, VA 24018

Phone:  
(540) 774-7400

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