



Karas Seipel Tax Team, LLC

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Subject: Privacy Policy

Your privacy is important to us, and we are required by law to comply with specific data-sharing regulations. Please read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

- Interviews regarding your tax situation
- Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data
- Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions
- Electronic tools and applications used to collect, store, reconcile, and compile such information
- Any other documents you provide to us to assist in the preparation of your tax return.

We do not disclose any nonpublic personal information about our clients, prospective clients or former clients to anyone, except as requested by our clients in writing or as required by law.

We restrict access to personal information concerning you, except to our affiliates who need such information in order to assist with your tax preparation needs. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, contact our office at (929) 383-0774.

Sincerely,

Michelle Seipel
Signed on behalf of Karas Seipel Tax Team, LLC