

Effective November 13, 2000, financial institutions, including tax practitioners, are required to provide its customers with a notice of its Privacy Policies and systems to comply with these requirements.

As our policy, we do not disclose any non-public personal information about our clients or former clients to anyone, except as permitted by law. We restrict access to non-public personal information about you to those employees who need to know that information to provide service to you. We maintain physical, electronic and procedural safe guards that comply with federal regulations to guard your non-public personal information.

Any contact with our office by telephone will require that callers identify themselves by verifying their social security number and home address before release of any data.

A client's request to release copies of tax return must be supported by incoming fax or signed letter authorizing release of documents. Final approval is required by Harry Miller before actual dispatch.

All correspondence relating to client files will be stored in file cabinet in a secured area.

Office Security Procedures During Office Hours

Authorized personnel only will have access to main server computer station in Harry Miller's office. Client files will be accessed on as needed basis. Clients will view computer screens for their individual tax returns only.