

To our clients:

Your privacy is important to us; therefore, we have adopted the following Privacy Policy to demonstrate our commitment to the protection of your privacy.

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

- Information we receive from our interviews with you regarding your tax situations;
- Information we receive from you on applications, organizers or by other means, such as your name, address, telephone number, Social Security number, dependents, income and other tax related data;
- Information from tax-related documents you provide us that are required to process your tax return, such as Forms W-2, 1099R, 1099-INT, 1099-DIV, stock transactions, etc.

We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as requested by them or as required by law.

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

If you have any questions about our Privacy Policy, please contact us,

Sincerely,

A handwritten signature in black ink that reads "Cindy Shipley". The signature is written in a cursive, flowing style.

Cindy Shipley  
Classic Tax and Accounting, LLC