

COMPLIANCE LETTER

RE: COMPLIANCE WITH THE GRAMM-LEACH-BLILEY ACT OF 1999

Dear Client,

In order to meet the requirements of the Gramm-Leach-Bliley Act of 1999, I am writing you this letter to make certain you are aware of the privacy of our firm.

It is the policy of Shann's Tax Service, Inc. to handle the information you provide us with the utmost confidentiality and care. We restrict access to non-public personal information about you to members of our firm who need to this information in order to complete the work you have hired our firm to do. We will not disclose your personal and confidential information to anyone outside of our firm **without your express written permission to do so.**

We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your non-public personal information.

Sincerely,

Brett Shann
Enrolled Agent

I have reviewed this policy.

Client Signature

Date

Please return this signed copy to our office.
