

FACTS**WHAT DOES Accounting & Income Tax Solutions DO WITH YOUR PERSONAL INFORMATION?**

Why?	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.
What?	<p>The types of personal information we collect and share depend on the product or service you have with us. This information can include:</p> <ul style="list-style-type: none"> ■ Social Security number and Drivers License or other State/Government Issued I.D. ■ Full Legal Name and Banking Account Information ■ Wage & Income and Marital Status & Custody Information <p>When you are <i>no longer</i> our customer, we continue to share your information as described in this notice.</p>
How?	All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons Acct & Income Tax Solutions chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does Acct & Income Tax Sol. share?	Can you limit this sharing?
For our everyday business purposes— such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes— to offer our products and services to you	No	N/A
For joint marketing with other financial companies	No	N/A
For our affiliates' everyday business purposes— information about your transactions and experiences	No	N/A
For our affiliates' everyday business purposes— information about your creditworthiness	No	N/A
For nonaffiliates to market to you	No	N/A

Questions?	Call 251-679-9216 or go to www.saralandtax.com
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Who we are

Who is providing this notice?

The Federal Trade Commission under the Gramm-Leach-Bliley Act.

What we do

How does **Acct & Income Tax Sol.** protect my personal information?

To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.

How does **Acct & Income Tax Sol.** collect my personal information?

We collect your personal information, for example, when you

- Provide it to us or Engage in our services
- Pay by check or credit card or Pay electronically/ACH debit
- When YOU release other personal information to us.

Why can't I limit all sharing?

Federal law gives you the right to limit only

- sharing for affiliates' everyday business purposes—information about your creditworthiness
- affiliates from using your information to market to you
- sharing for nonaffiliates to market to you

State laws and individual companies may give you additional rights to limit sharing. **Federal & State Revenue offices are an exemption.**

Definitions

Affiliates

Companies related by common ownership or control. They can be financial and nonfinancial companies.

- N/A

Nonaffiliates

Companies not related by common ownership or control. They can be financial and nonfinancial companies.

- N/A

Joint marketing

A formal agreement between nonaffiliated financial companies that together market financial products or services to you.

- N/A

Other important information

Accounting & Income Tax Solutions (AITS) does not share your personal information without your prior consent. If you would like AITS to share your personal information to another financial institution (i.e. bank or loan company) or to a designated responsible party (i.e. boyfriend, girlfriend, brother, sister, friend, and so on), we require a signed release form prior to AITS sharing your data. Please see an AITS office administrator for further information and forms.