

J. MICHAEL BUTLER TAX SERVICES  
PRIVACY POLICY

Licensed Tax Service providers like **J. Michael Butler Tax Services** are now required by law to inform their clients of their policies regarding privacy of client tax information. Licensed Tax Accountants have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. **J. Michael Butler Tax Services** has always protected your right to privacy.

**Types of Nonpublic Personal Information Collected.**

**J. Michael Butler Tax Services** collects nonpublic personal information about you that is either provided to Federated Tax Services by you or obtained by **J. Michael Butler Tax Services** with your authorization.

**Parties to Whom Federated Tax Services, Michael Butler, Discloses Information.**

For current and former clients, **J. Michael Butler Tax Services** does not disclose any nonpublic personal information obtained in the course of the practice of preparing your tax return except as required or permitted by law. Permitted disclosures include, for instance, providing information to **J. Michael Butler Tax Services** employees and, in limited situations, to unrelated third parties who need to know that information to assist **J. Michael Butler Tax Services** in providing services to you. In all such situations, **J. Michael Butler Tax Services** stresses the confidential nature of the information being shared.

**Protecting the Confidentiality and Security of Current and Former Clients' Information.**

**J. Michael Butler Tax Services** retains records relating to professional services that **J. Michael Butler Tax Services** provides so that **J. Michael Butler Tax Services** is better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, **J. Michael Butler Tax Services** maintains physical, electronic, and procedural safeguards that comply with professional standards.

Please call if you have any questions, because client privacy and professional ethics are very important to **J. Michael Butler Tax Services**.

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The above notice must be provided to all new clients before acceptance of engagements and to continuing clients annually.