

## FOX TAX PRIVACY LETTER



**To: Tax Clients**

**Re: Privacy Policy**

**Federal law requires that I inform you of our Privacy Policy regarding your records and files. While you have probably received similar notices from banks, brokers, credit card companies, etc., I am going to explain our policy in very simple, easy to understand English.**

**Your privacy is important to us and maintaining your confidence and trust is among our highest priority.**

**As you know, we collect certain personal information about you in order to prepare your tax returns. The information is either provided by you or obtained by our office with your permission. Among the sources from which we collect information are:**

- Interviews with you
- Written communications from you
- Prior tax returns or client organizers

**I want you to know that we do not disclose any non-public information about you to anyone, except as permitted by law or with your permission. Access to your file is restricted to those employees of our firm who need to know that information in order to provide services to you. We are trained and required to safeguard your information. We maintain strict physical, electronic, and procedural safeguards to protect your personal information. As required by law, we will notify you annually regarding our Privacy Policy.**

**Again, I want you to know just how much I appreciate the opportunity to work with you and on your behalf. Please call us if you have any questions or if we can be of further service to you.**

**Regards,**

**Fox Tax**

**Phone (828) 437-9898**

**Email – [foxtax@deweyfox.com](mailto:foxtax@deweyfox.com)**

**Website: [www.deweyfox.com](http://www.deweyfox.com) then Click on “Fox Tax”**

