

THORSEN, BREIDINGER & NOVAK, P.A.

Certified Public Accountants & Consultants

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January 1, 2021

RE: Compliance with the Gramm-Leach-Bliley Act, Public Law 106-102 (FTC 16 CFR Part 313)

Dear Client,

In order to meet the requirements of the Gramm-Leach-Bliley Act of 1999, we are writing this letter to ensure that you are aware of the privacy policy of this firm.

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

- Information we receive from you on applications, tax preparation organizers, worksheets, and other documents we use in tax preparation or providing financial services, or other forms;
- Information about your transactions with us, our affiliates, or others; and
- Information we receive from a consumer reporting agency.

We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted by law. We will not disclose any information without your authorization.

We restrict access to nonpublic personal information about you to members of our firm who need to know that information to provide services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Sincerely,

Thorsen, Breidinger & Novak P.A.