



CLIENT CONSUMER & WEBSITE PRIVACY POLICY

Income Tax Service LLC values your privacy. Please read the following information about how we handle your information.

At Income Tax Service LLC, we believe in protecting your right to privacy. Protecting your personal information is important to us, and we created this privacy policy to clearly explain how the information gathered on this site will be used. From time to time, we may change this Privacy Policy. For example, as we update and improve our service, new features may require modifications to the Privacy Policy. Accordingly, please check back periodically.

The information we collect on our website will never be sold or distributed to any person that is not an employee of Income Tax Service LLC, or one of its affiliates. Any contact information that you provide will never be shared with third parties other than service providers who are part of our network or affiliated vendors who offer services which you agree to. In order to improve the helpfulness of our site, we use the information you provide to respond to inquiries and to send information that has been requested.

When you submit contact information through our website, you are agreeing to be added to our mailing list to receive periodic correspondences about products and services we can offer. If you wish to stop these correspondences, you will have the option to opt-out of this list at any time.

WE ARE COMMITTED TO PROTECTING THE CONFIDENTIALITY OF PERSONAL CONSUMER INFORMATION
Income Tax Service LLC, limits access to personal information to those employees of Income Tax Service LLC, and its affiliates who need it to fulfill their business responsibilities. Employees must adhere to Income Tax Service LLC, privacy policies. Employees violating these policies may be subject to disciplinary action, up to and including dismissal. Vendors and other outside contractors we engage are subject to our contractual requirements to ensure that sensitive personal information is safeguarded.

PAYROLL, BOOKKEEPING AND INCOME TAX SERVICES (including and not limited to all services provided by Income Tax Service LLC,) PRIVACY POLICY

Income Tax Service LLC will update this Privacy Policy as required. If it is changed, the changes will be posted on our website so that you are always aware of the sort of information collected, how the information may be used, and under what circumstances it may be disclosed by Income Tax Service LLC.

Please note that if at any time Income Tax Service LLC, is required by law to release information about you or your organization, Income Tax Service LLC, must cooperate fully.

This Privacy Policy does not apply to:

acts or practices of Income Tax Service LLC, that are directly related to employee records of current or former employees; and information about companies or partnerships unless and to the extent that the disclosed is specific to identifiable individuals of the company or firm.

What sort of information does Income Tax Service LLC collect?



Income Tax Service LLC collects information ("the Information") about you in several different ways:

We collect information when you engage the firm to provide you with payroll, bookkeeping, individual tax, business tax, and business advisory services.

When you send an e-mail or other correspondence to us or to an employee Income Tax Service LLC, we collect and store the details and contents of the email /correspondence.

We collect information in relation to business associates and contacts as part of the development of ongoing business relationships.

We collect information from prospective employees to enable us to assess whether they are suitable for employment.

What happens if you do not provide the information?

If you do not provide information as outlined above we may be unable to adequately provide you with the services you require. Where you do not provide information the specific consequences in relation to the service being provided to you will be communicated to you by Income Tax Service LLC at that time.

Why does Income Tax Service LLC collect the information and how is your information used by Income Tax Service LLC?

Income Tax Service LLC collects the information to provide you with a specific payroll / bookkeeping/ tax / business advisory service. For example, we may use the information you provide us to complete your annual tax return.

Income Tax Service LLC also uses the Information to send you information (either by email or post) that you request. If at any time you receive material that you did not request or do not want to receive such material any more, see Correcting and Updating Your Profile below.

Income Tax Service LLC may also from time to time use the Information to send you information that has not been explicitly requested, such as our regular newsletter or other information that may be relevant to your business.

If the information is to be used for any other purpose that is not considered to be the primary purpose for the collection of that information, Income Tax Service LLC will obtain prior consent from you for the use of that information.

Income Tax Service LLC provides several options to perform payroll services for your company. To sign up for these services, we may require you to provide your company Federal Employee Identification Number (EIN) to pre-populate Federal Payroll Tax forms for your printing and submission to Tax Agencies. If you use Direct Deposit, we may use this information to authenticate that you are a business with a tax ID number on file with the IRS. Payroll service, we also use your EIN and state identification numbers to enroll your company with the Electronic Federal Tax Payment System (EFTPS) and state-specific systems so that we can make payroll tax payments on your behalf.

If you sign up for Direct Deposit or Assisted Payroll, we require you to provide certain information. You will be asked to provide information about your employees, including the employee's name and bank account information. In addition, we require you to provide your bank account and signatory information for the account from which you want to fund payrolls. This information will be used to process your Direct Deposit and, for Assisted Payroll, pay your company's federal and state payroll taxes. We



also

use bank account information to collect processing fees from you, including normal fees for services and special processing fees outlined in our Terms of Service.

Who does Income Tax Service LLC disclose personal information to?

Income Tax Service LLC does not share personal information with third parties except as necessary to carry out our business or as required by law or other legal processes. In such situations, we will obtain consent from you prior to disclosing information.

Income Tax Service LLC will not sell, rent, trade or otherwise supply to third parties any personal information obtained from you unless you consent.

How will Income Tax Service LLC keep your personal information secure?

Income Tax Service LLC has security measures designed to protect against the loss, misuse and/or alteration of the Information under its control.

These security measures include:
restricted access to our premises and physical records;
password protection and firewalls to protect electronic information;
clauses in employee agreements requiring confidentiality.

Information that is no longer required to be held to enable Income Tax Service LLC to provide services to you is destroyed. Where such information is required for statutory purposes it is maintained until such time that it is no longer required.

Correcting and updating your profile

Income Tax Service LLC gives you the following options for accessing and modifying Information previously provided:

You may gain access to Information that Income Tax Service LLC has collected about you, by contacting the person named below or by contacting your relationship partner or manager. We will not charge you for responding to such a request unless we incur costs in providing the information.

How We Collect Information

Generally, you can visit our Web Site without revealing any personal information. Like many websites, our web servers collect the Internet Protocol addresses, but not the e-mail addresses, of visitors. This information can measure the number of visits, average time spent on the site, pages viewed, and other such statistics.

In addition, in order for us to provide certain services to you, you may be asked for information that identifies you, including your name, e-mail address, mailing address, zip code, telephone number, fax (collectively, "Personal Information"). You may also elect to provide such information to us by sending or responding to emails regarding certain listings or services offered on our Web Site.

How We Use and Disclose Your Information

We collect, generate, retain and use your Personal Information for our own internal purposes in connection with the facilitation, recording, and processing of any requests, communications, or interactions you may have with our Web Site.



We also automatically collect and store statistics and other information about you and your online activities on an aggregated, non-personally identifiable basis and in a manner that may allow us or our affiliated or related entities to improve our services to you. We also collect information from prospective employees who are interested in applying for a position with Income Tax Service LLC. You can correct/update information supplied to www.incometaxservicellc.com by sending an email to info@incometaxservicellc.com. In addition, your Personal Information may be also be used by us to provide you with information regarding our products and services. For example, we may use your email address to send you special announcements and notifications of new services or promotions that may be of interest to you.

E-Mail:

Income Tax Service LLC does not send bulk email messages, or 'Spam'. We only communicate with our current clients, current vendors, current business partners, insurance carriers, or other parties that have an interest in becoming clients or business partners. We will, on occasion, send all of our clients a group email when special offers, price changes, software updates, or important issues arise. If you believe you have received bulk email from us, or have received a suspicious email that appears to be fraudulent, please contact us so that we can investigate the matter.

All e-mail messages received from our clients and business partners are kept completely confidential and are never shared with parties outside of Income Tax Service LLC without your express permission unless required by law enforcement. If you do not wish to receive further email communications from us, please e-mail your request to info@incometaxservicellc.com. We do not have an automated mail-list system because we send all of our emails manually.

Cookies

What is a cookie? Cookies are sets of information that our web server assigns to you when you visit our website. Cookies are used in a few areas of our site only for maintaining information between pages. They are not used for storing or tracking personal information from our customers. These cookies simply carry forward information that you submitted on one screen to the next screen, eliminating the need for redundant entry. These cookies do not gather any other personal information from you or your computer. You do have a choice whether or not to accept the cookie, however, if you reject the cookie or if cookies are disabled on your web browser, some parts of the web site will not be operable.

If you have any questions about our Privacy Policy, please [e-mail](mailto:info@incometaxservicellc.com) us.

Date Prepared: June 3, 2008
Last modified on January 02, 2020

Policy Developed by Income Tax Service LLC
Policy approves and signed by Suzette Livingston, CEO

Suzette Livingston
Signature on file (January 02, 2020)