

# Integrity in Tax & Accounting, LLC ~ Tina M. Kleckner EA, CAA

## Individuals – Businesses – Estates/Trusts

### Tax – Payroll – bookkeeping

920-277-2991

Privacy Policy Statement of  
Integrity in Tax & Accounting, LLC  
As required by the  
Gramm-Leash-Bliley Act  
Public Law 106-102  
Effective November 12, 1999

Integrity in Tax & Accounting, LLC collects nonpublic personal information about you, and your family, if applicable, in order to properly prepare and complete your requested tax returns, from the following sources:

Information received from you on the applications, tax preparation worksheets and other documents such as interview information forms and client organizers whether submitted by you or completed on your behalf, used in the preparation of your tax return and other tax related forms.

Information about your history with us and/or other tax preparation firms offering similar services.

Information we receive from a consumer-reporting agency in accordance with tax related products requested by you.

Integrity in Tax & Accounting, LLC will not disclose any of your nonpublic personal information to anyone, except as permitted by law or authorized by you.

If you decide to close your account(s) or become an inactive customer, Integrity in Tax & Accounting, LLC will adhere to the privacy policies and practices as noted above.

Integrity in Tax & Accounting, LLC restricts access to your public and nonpublic personal information, including your account information, to those employees and partnered companies who need to know that information to provide products and/or services requested by you.

Integrity in Tax & Accounting, LLC maintains physical, electronic, and procedural safeguards that comply with the federal standards to guard your nonpublic personal information.

We know that you have confidence in our ability to perform the services requested by you. Equally important to us is your confidence in knowing that all your personal information is safe.

Please contact us at 920-277-2991 if you have any questions or concerns regarding our policy.