

Moore, Truelove, Pharis, Meyers & Marsh, CPAs, PLLC  
Certified Public Accountants

**Privacy Policy**

Moore, Truelove, Pharis, Meyers & Marsh, CPAs, PLLC has adopted the following Privacy Policy in accordance with the Gramm-Leach-Bliley Act of 1999.

Moore, Truelove, Pharis, Meyers & Marsh, CPAS, PLLC collects nonpublic personal information about you from the following sources:

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

Moore, Truelove, Pharis, Meyers & Marsh, CPAS, PLLC does not disclose any nonpublic personal information about our clients or former clients to anyone, except as permitted by law.

Moore, Truelove, Pharis, Meyers & Marsh, CPAS, PLLC restricts access to nonpublic personal information about you to those 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.

Moore, Truelove, Pharis, Meyers & Marsh, CPAS, PLLC has adopted the following Privacy Policy in accordance with Section 35.581 of the Texas Business & Commerce Code:

It is the policy of Moore, Truelove, Pharis, Meyers & Marsh, CPAS, PLLC to protect the confidential nature of all personal information obtained from clients. Except as disclosed in this agreement, we will not intentionally disclose personal information, including Social Security numbers, to third parties without authorization.

Moore, Truelove, Pharis, Meyers & Marsh, CPAS, PLLC requires that you provide your Social Security number because it is necessary for us to use the number when preparing forms and communicating with the Internal Revenue Service and other taxing authorities. We will only use the Social Security number as means of identification with a taxing authority, or as otherwise allowed by you.

Moore, Truelove, Pharis, Meyers & Marsh, CPAS, PLLC protects Social Security numbers as it protects all of its clients' confidential information. We use commercially reasonable safeguards on our computer system to prevent unauthorized access of confidential information, including Social Security numbers. Although security cannot be guaranteed, we maintain physical, electronic, and procedural safeguards that comply with professional standards.

Only the CPAs and staff of Moore, Truelove, Pharis, Meyers & Marsh, CPAS, PLLC have access to the Social Security numbers in our records. All CPAs and staff will hold this information in confidence and will not release it to people outside firm, except as agreed by you or required by law.

Moore, Truelove, Pharis, Meyers & Marsh, CPAS, PLLC will dispose of its business records that contain personal information by modifying the personal information to make it unreadable or undecipherable. We may make personal information unreadable by shredding, erasing, or other means. We may also dispose of personal information by contracting with a person engaged in the business of disposing of records that contain confidential information.

If you have any questions about this policy, please do not hesitate to contact us at (940) 552-5481.