ROB'S TAX SERVICE
YOUR TAX PROFESSIONALS

PRIVACY POLICY
Tax accountants, like all providers of personal financial services, are now required by law to inform their clients of their policies regarding privacy of client information. Tax accountants have been and continue to be bound by professional standards of confidentiality more stringent than required by law and we have always protected your right to privacy.

PARTIES TO WHOM WE DISCLOSE INFORMATION
We collect nonpublic personal information about you that is either provided to us by you or obtained by us with your authorization. For all current and former clients, we do not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to our employees and, in limited situations, to unrelated third parties who need to know that information to assist us in providing services to you. In all cases, we stress the confidential nature of the information being shared.

PROTECTING CONFIDENTIALITY & SECURITY OF CLIENT INFORMATION
We retain records relating to the professional services that we provided so that we are better able to assist you with your needs, and in some cases, to comply with professional guidelines. In order to guard your non-public personal information, we maintain physical, electronic and procedural safeguards complying with our professional standards.

BURDEN OF PROOF & RECORD KEEPING
The responsibility to prove entries, deductions, and statements made on your tax returns is known as the burden of proof. You must be able to prove (substantiate) certain elements of expenses to deduct them. Taxpayers meet their burden of proof by having the information and receipts (where needed) for the expenses. You should keep adequate records to prove your expenses or have sufficient evidence that will support your own statement. You generally must have documentary evidence, such as receipts, canceled checks, or bills, to support your expenses. Additional evidence is required for travel, entertainment, gifts, and auto expenses.

You must keep your records as long as they may be needed for the administration of any provision of the Internal Revenue Code. Generally, this means you must keep records that support items shown on your return until the period of limitations for that return runs out. The period of limitations is the period of time in which you can amend your return to claim a credit or refund or the IRS can assess additional tax. Unless otherwise stated, the years refer to the period beginning after the return was filed. For more information on Record Keeping please refer to Publication 552.

Please call if you have any questions, because your privacy, our professional ethics and the ability to provide you with quality financial services are very important to us.

ACKNOWLEDGEMENT
The services of Rob's Tax Service are provided to the Taxpayer for the limited purpose of preparing your tax return(s) or providing related products and services. I/We, the taxpayer, acknowledge the receipt of my/our Income Tax Return, which was explained to me/us in depth. I/we certify that this return was prepared based on the information I/we provided to Rob's Tax Service. After reviewing the return, I/we certify that there are no omissions or misstatements of material facts, which are true to the best of our knowledge and agree to not hold Rob's Tax Service or any employee of, liable for any ommision or misstatements on our part. I/we do understand it is my/our responsibility to keep accurate records and have in our possession, documentation of all receipts, invoices, logs and other important documents to support all income, deductions and credits that were reported on this return in case of examination or IRS audit.

Signature (Taxpayer)	Date	Signature (Spouse)	Date
Print Name (Taxpayer)		Print Name (Spouse)	

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