

FACTS**WHAT DOES FORT COLLINS TAX SERVICE, LLC (FOCOTAX) DO WITH YOUR PERSONAL INFORMATION?**

Why?	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.
What?	The types of personal information we collect and share depend on the product or service you have with us. This information can include: <ul style="list-style-type: none"> ■ Social Security number and birth date ■ Income and employment information ■ Federal tax returns and state tax returns
How?	All financial companies need to share clients' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their clients' personal information; the reasons FOCOTAX chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does FOCOTAX share?	Can you limit this sharing?
For our everyday business purposes— such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	YES	NO
For our marketing purposes— to offer our products and services to you	YES	NO
For joint marketing with other financial companies	NO	WE DON'T SHARE
For our affiliates' everyday business purposes— information about your transactions and experiences	NO	WE DON'T SHARE
For our affiliates' everyday business purposes— information about your creditworthiness	NO	WE DON'T SHARE
For nonaffiliates to market to you	NO	WE DON'T SHARE

To limit our sharing	<ul style="list-style-type: none"> ■ Call 970-223-5105 —our menu will prompt you through your choice(s) or ■ Visit us online: https://www.fortcollinstaxservice.com <p>Please note:</p> <p>If you are a <i>new</i> customer, we can begin sharing your information 0 days from the date we sent this notice. When you are <i>no longer</i> our customer, we continue to share your information as described in this notice.</p> <p>However, you can contact us at any time to limit our sharing.</p>
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Questions?	Call 970-223-5105 or go to https://www.fortcollinstaxservice.com
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Who we are

Who is providing this notice?

Fort Collins Tax Service, LLC

What we do

How does **FOCOTAX** protect my personal information?

To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.

How does **FOCOTAX** collect my personal information?

We collect your personal information, for example, when you

- Complete our organizer or provide employment information
- Give us contact information or provide tax forms
- Provide copies of your tax returns

Why can't I limit all sharing?

Federal law gives you the right to limit only

- sharing for affiliates' everyday business purposes—information about your creditworthiness
- affiliates from using your information to market to you
- sharing for nonaffiliates to market to you

State laws and individual companies may give you additional rights to limit sharing.

What happens when I limit sharing for an account I hold jointly with someone else?

You cannot limit sharing for the reasons that we share your personal information.

Definitions

Affiliates

Companies related by common ownership or control. They can be financial and nonfinancial companies.

- *NONE*

Nonaffiliates

Companies not related by common ownership or control. They can be financial and nonfinancial companies.

- *NONE*

Joint marketing

A formal agreement between nonaffiliated financial companies that together market financial products or services to you.

- *NONE*

Other important information