

August 2007

Certified Public Accountants, like all providers of personal financial services, are required by law to inform their clients of their policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, we at TravisWolff have always protected your right to privacy.

Like most CPA firms, we maintain data that our clients supply to us or authorize us to obtain from third-parties so that we may provide professional services. Because of the confidentiality requirements of the accounting profession, we do not share with persons outside the Firm any information that you may supply to us or authorize us to obtain from third-parties. We do, however, share such information with individuals within the Firm and its affiliated entities so that we can offer you our full range of professional services.

Notwithstanding this policy, we may be required under certain circumstances to disclose your confidential information to:

- third-parties with whom you have authorized us to disclose this information
- governmental agencies and taxing authorities in representing your interests
- an independent service bureau that helps us provide tax preparation services
  - individuals who conduct our triennial peer reviews
  - state or federal regulatory authorities which oversee the accounting profession
  - disciplinary authorities of the American Institute of Certified Public Accountants or state Certified Public Accountant societies and
  - third-parties in compliance with subpoenas or court orders we believe are binding on us

From time to time, and depending on the circumstances, we use third-party service providers in serving your account, such as an independent service bureau for tax return preparation services. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, our employees are mindful of the importance to protect the confidentiality of your personal information. In addition, we secure confidentiality agreements with such service providers to maintain the confidentiality of your information, and we take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. If we are unable to secure a confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Regardless of whether we utilize a third-party service provider to assist us, TravisWolff always maintains professional responsibility to you for our services.

Also be advised that, from time to time, we are approached by non-affiliated third-parties inquiring whether any of our clients might be interested in effecting a given type of transaction or purchasing their goods or services. It is our policy not to provide any confidential information about you to such persons without your express consent.

If you have any questions about our policies designed to protect the privacy of your confidential information, please call your relationship partner.

*Travis Wolff, LLP*

**TRAVIS WOLFF, LLP**