



PRIVACY POLICY

The Gramm-Leach Bliley Act of 1999 requires all Tax Professionals to state their privacy policy on an annual basis.

It is the policy of The Back Office Team, LLC to handle the information you provide with the utmost confidentiality and care. We restrict access to nonpublic information about you to members of our firm who need to know this information in order to complete the work you have hired our firm to do.

We will not disclose your personal and confidential information to anyone outside our firm without your expressed written permission to do so. This includes the Internal Revenue Service unless court ordered by a subpoena.

We appreciate the confidence you placed in our firm and we pledge to safeguard the confidentiality of your records and information provided by you.

Sincerely,

Darren Higgins
President
The Back Office Team, LLC