

January 1, 2011

Dear Client:

Your privacy is extremely important to me. For that reason, I want you to be aware of the policies and procedures I follow to protect your personal information. The following is my Privacy Act Notice, which I am sending to you under the requirements of the law. I'm proud of the fact that my practice has the highest ethical restrictions against the disclosure of confidential client information. Nothing about this legal notification requirement changes those standards.

CLIENT INFORMATION PRIVACY POLICY

I have always been committed to maintaining the confidentiality of your personal information. This privacy notice applies to consumer information collected by my firm while providing services to individual clients.

Information Collected

Most of the information collected while providing services is obtained from you. Such information includes your name and address, as well as the additional information necessary to provide services requested by you. For example, I may collect salary and expense information from you in connection with preparing your tax return. I may also obtain information from third parties, which is necessary to provide the services you requested. For example, I may obtain income information from your employer or bank.

Information Disclosed

I may share collected information to affiliated and non-affiliated service providers, as permitted by law, when necessary to provide the services you have requested or as otherwise necessary to carry out our normal business activities. I also may disclose information as separately permitted or required by law, or as separately authorized by you. I do not disclose collected information about former clients except as permitted by law.

Protection of Information

I maintain physical, electronic and procedural standards to protect the information collected and to restrict its disclosure to those who need it to perform their job responsibilities. In addition, I abide by the confidentiality standards, which govern the accounting profession.

Sincerely,

Lynn M. Paslowski, CPA