

Nolen's Accounting & Tax Service, Inc.

Firm Privacy Policy

Re: Compliance with the Gramm-Leach-Bliley Act of 1999

Dear Client,

In order to meet the requirements of the Gramm-Leach-Bliley Act of 1999, I am writing you this letter to make certain you are aware of the privacy policy of this firm.

Federal law mandates that, as our client, we must make you aware of a law protecting the privacy of individuals and businesses. Our firm respects and maintains the confidentiality of our clients.

It is the policy of Nolen's Accounting & Tax Service Inc. to handle the information you provide us with the utmost confidentiality and care. We restrict access to nonpublic information about you and or your business 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 any nonpublic personal information about our clients or former clients, except as permitted, required by law or approved by you in writing as listed below:

- Requirements to comply with Federal, State or Local law,
- Requirements to comply with National, State or Local licensing rules,
- Requirements to disclose information in response to legal subpoenas,
- Items you permit or request us to disclose, as authorized by you in writing,
- Information, which you authorize us to disclose to third party filers to electronically file your tax return(s), when applicable.

Nolen's Accounting & Tax Service Inc. is located at 4700 E. Reno, Del City, Oklahoma.

Your confidence in us is very important and we want you to know that your personal and tax information is safe. If you have any questions or concerns, please contact us at 405-677-6026.

Sincerely,

James H Nolen

President

Member of both state and national professional societies

--Professional Service With A Personal Touch--