

# PRIVACY POLICY

Reviewed on 01/01/2026

At Professional Taxes LLC we are committed to protecting the privacy and confidentiality of the personal information entrusted to us by our clients. This Privacy Policy explains how we collect, use, store, and protect personal information in compliance with applicable U.S. privacy regulations, including federal consumer protection standards and industry best practices.

## 1. Information We Collect

We collect personal information directly from clients during the individual interview process conducted for the preparation and filing of federal and state tax returns. We do not collect information from third parties for marketing or promotional purposes.

## 2. How We Use Personal Information

The personal information collected is used exclusively for the following purposes:

a. Tax Preparation and Compliance. To prepare, file, and process federal and state tax returns, and to comply with IRS and state tax authority requirements.

b. Internal Statistical and Operational Purposes. To analyze service performance, improve internal processes, and enhance the quality of our tax preparation services. All statistical use is conducted without selling, sharing, or disclosing personal data to third parties.

c. Client Notifications and Relevant Communications. To send reminders, updates, alerts, or information related to:

- Tax deadlines
- Required documents
- Refund status
- Important regulatory changes
- Any information of particular interest to the client.

d. Customer Service. To provide support, respond to inquiries, and maintain accurate client records.

## 3. Mobile Information and Text Messaging Privacy

At Professional Taxes LLC adheres to strict confidentiality standards regarding mobile information.

- Mobile numbers and text messaging consent will not be shared with third parties or affiliates for marketing or promotional purposes under any circumstances.
- All categories listed above exclude text messaging originator opt-in data and consent.

This information will not be shared with any third party.

Clients may receive text messages related to tax preparation, reminders, or customer service only if they have provided prior consent.

#### Opt-Out Instructions

If you wish to stop receiving text communications, you may cancel your subscription at any time by replying with the word: STOP

Your request will be processed immediately, and no further messages will be sent unless you opt in again.

### **4. Protection and Security of Personal Information**

We implement administrative, technical, and physical safeguards designed to protect personal information from unauthorized access, disclosure, alteration, or destruction. Despite our efforts, no method of electronic transmission or storage is completely secure. However, we maintain industry-standard protections to minimize risks.

### **5. Sharing of Information**

At Professional Taxes LLC does not sell, rent, trade, or disclose personal information to third parties for marketing, promotional, or unrelated business purposes. Information may only be shared under the following limited circumstances:

- When required by law, subpoena, or government request
- With the client's explicit written authorization
- With trusted service providers who assist in tax preparation processes and who are bound by confidentiality obligations

### **6. Client Rights**

Clients have the right to:

- Request access to their personal information
- Request corrections to inaccurate data
- Request clarification about how their information is used

- Withdraw consent for communications at any time (via STOP for text messages)

## **7. Updates to This Privacy Policy**

We will update this Privacy Policy periodically to reflect changes in legal requirements or business practices. Any updates will be posted with a revised effective date.

## **8. Contact Information**

For questions regarding this Privacy Policy or to exercise your rights, please contact:

**Professional Taxes LLC**

[taxdocumentos32@gmail.com](mailto:taxdocumentos32@gmail.com)

480 – 343 0299

3162 E Roeser Rd. Phoenix, AZ. 85404