

From: **TAXMASTERS, LLC**

Non-Disclosure of Information

To better protect your privacy we provide this notice explaining our online and other information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, TAXMASTERS, LLC will make it available on our homepage and at every point on this website (the Site) where personally identifiable information may be requested. TAXMASTERS, LLC currently provides users with no access to any online financial products, services, tools and tax preparation services. For current and former clients, TAXMASTERS, LLC does not disclose any nonpublic personal information obtained in the course of our practice except as required or permitted by law.

2. Collection of Information

TAXMASTERS, LLC is sensitive to privacy issues with respect to the use of information that visitors to the Site provide to us over the Internet. Generally, you can visit this website without telling us who you are or revealing personal information about yourself.

TAXMASTERS, LLC web servers collect general information that does not identify you personally. We do this by placing a small text file called a „cookie on your computers hard drive. We aggregate, evaluate and use this information to improve the Site and business and may provide it to third parties. We may use cookies or IP addresses to analyze trends, administer our website, track customer site navigation and gather broad demographic information for aggregated use. We only allow authorized TAXMASTERS, LLC personnel and authorized third parties to have access to the web server logs and cookie utilization data, and those employees and third parties are required to comply with strict confidentiality agreements.

There are a few areas of the Site where you may choose to submit personal information. You also may choose to complete forms in various locations on our website. We may use this information to contact you for marketing purposes or to set up an appointment with you. Unless you give us your permission, however, we will not share this information with anyone outside of TAXMASTERS, LLC or its affiliates, except as permitted or required by law. TAXMASTERS, LLC does not sell personal or contact information you provide to us via either the Site or subsequent phone conversations.

TAXMASTERS, LLC does not want you to send via the Site, and you should not send via the Site, unsolicited ideas, suggestions, or materials relating to the development, design,

or marketing of TAXMASTERS, LLC services and products. You agree that any such information or materials that you or individuals acting on your behalf communicate, submit, or provide to TAXMASTERS, LLC, including but not limited to feedback, data, questions, comments, product or service ideas, know-how, or suggestions, will not be considered confidential or proprietary, even if such information is labeled as Confidential or proprietary. All such communications and submissions shall be deemed the property of TAXMASTERS, LLC, and your submission of such information shall constitute your assignment to TAXMASTERS, LLC of all worldwide rights, title and interest in and to such information. TAXMASTERS, LLC will not have any obligation to keep such information confidential and will be free to reproduce, use, disclose and distribute such information to others without limitation and without liability. TAXMASTERS, LLC will be free to use any ideas, concepts, know-how or techniques contained in such information for any purpose whatsoever, including but not limited to developing and marketing products or services that incorporate or otherwise embody such information, without providing any notice, compensation or attribution to you. TAXMASTERS, LLC welcomes your comments and suggestions on the Site and its services, but TAXMASTERS, LLC does not seek to solicit any confidential or proprietary ideas, suggestions, materials or other information relating to developing, designing, redesigning, modifying, providing, or marketing any of its products or services or any new products or services. You are prohibited from posting or transmitting to or from the Site any unlawful, threatening, libelous, defamatory, obscene or pornographic material, or any material that would violate any law.

3. Data Security Systems

TAXMASTERS, LLC uses data security systems and procedures to protect the privacy of personal information you provide to us. Further, unauthorized use of this Site or unauthorized entry into TAXMASTERS, LLCs systems, misuse of passwords, or misuse of any information contained within the Site is strictly prohibited. However, no security system is perfect, and we cannot guarantee that personal information you provide to us will remain private. We also cannot guarantee that information you transmit to us over the Internet will not be intercepted. Additionally, we may be required to provide your personal information in response to a subpoena or other legal process.

PRIVACY POLICY

Our Privacy Commitment. TAXMASTERS, LLC is fully committed to protecting your privacy while you use our site. We are particularly sensitive to the fact that your personal and business information is of utmost importance to you. That is why we employ the best

technology available, coupled with our solemn commitment to protect your privacy.

State of the Art Security System. We employ only the latest available Internet security systems to protect your business' data from any unauthorized use. We store all confidential information in databases that sit behind state-of-the-art redundant firewall systems. We take technical, contractual and administrative steps to protect against the loss, misuse and alteration of information within our control. We ensure that our employees are aware of our security policies and practices at time of hire and through periodic company-wide e-mail reminders. All employees are required to sign strict confidentiality agreements upon hire. Only selected employees have access to our databases, and may do so only upon entering a double password-protected access program. We also ensure that our web security is reviewed at regular frequency to assure the proper operation and protection of our entire database.

Welcome to TAXMASTERS, LLC– the leading business real time bookkeeping services provider on the Web. TAXMASTERS, LLC is not a certified public accounting firm or a law firm, and it is not engaged in the practice of public accounting or law, as defined by federal and applicable state laws. No information obtained from TAXMASTERS, LLC should be considered as financial, tax or legal advice. TAXMASTERS, LLC. provides you with complete bookkeeping, payroll, tax preparation, and a lot of other services to help you start, manage and grow your business. We have established the following Terms of Use ("Terms") to inform you of our service processes, and of both our and your rights. By using our services, you accept to be bound by the Terms set forth herein. We reserve the right at any time to modify these Terms, without notice to you. Please review these terms periodically for any updates or changes.

Bookkeeping Services. TAXMASTERS, LLC will perform bookkeeping and accounting for your business and process all relevant financial documents and data, including bank deposits, cancelled checks, credit card transactions, and cash receipts (transactions) provided to us on a back work and/or monthly basis. We provide non-audited compilations of information provided by you as the business owner. All of the transactions will be accounted for in our accounting system, generally on a cash basis (unless otherwise instructed by you, or unless you are using our full-charge services), where bank reconciliation, general ledger, trial balance, cash ledger, expense ledgers, and revenue ledgers will be provided to you on a catch-up and monthly basis. Simply send us all the information that is requested by us, and we do the rest. It is your responsibility to provide us with the proper documents on a timely basis. While every effort will be made to send you reminders of filing

deadlines, if any, it is ultimately your responsibility, as the business owner, to send us all the required information on time, in order for us to properly complete and file any reports/returns on a timely basis.

Payroll Services. When you sign up for our payroll services TAXMASTERS, LLC will provide complete payroll processing services. Our all-inclusive payroll service includes the following: payroll information processing, payroll checks or direct deposits, quarterly payroll tax processing and deposits, pay period-specific reports, and year-end tax documentation (W-2's). Our payroll services may be rendered to you by TAXMASTERS, LLC or a third-party payroll provider with whom we may contract to provide these services to you. It is your responsibility, as the business owner, to provide us with your time sheet, if applicable, on a timely basis, in order for us to prepare your payroll timely. Depending on the delivery option you choose, you are required to provide us your employees' information 2-3 business days prior to your pay date. TAXMASTERS, LLC prepares your payroll checks (drawn on your own bank account) and delivers them to you (overnight shipping cost), OR directly deposits the net pay amounts into each employee's bank account. Please ensure that you e-mail or fax us with your employees' pay information at least 2 business days prior to payday.