

December, 2011

**PRIVACY POLICY**

CPAs, like all providers of personal financial services, are required by law to inform their clients of their policies regarding privacy of client information. CPAs have been and continue to be bound by professional standards of confidentiality that are even more stringent than those required by law. Therefore, I have always protected your right to privacy.

**TYPES OF NONPUBLIC INFORMATION I COLLECT**

I collect nonpublic personal information about you that is provided to me by you or obtained by me with your authorization.

**PARTIES TO WHOM I DISCLOSE INFORMATION**

For current and former clients, I do not disclose any nonpublic personal information obtained in the course of my practice except as required or permitted by law. Permitted disclosures include, for instance, providing information to my employees, and in limited situations, to unrelated third parties who need to know that information to assist me in providing services to you. In all such situations, I stress the confidential nature of information being shared.

**PROTECTING THE CONFIDENTIALITY AND SECURITY OF CURRENT AND FORMER CLIENTS' INFORMATION**

I retain records relating to professional services that I provide so that I am better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. In order to guard your nonpublic personal information, I maintain physical, electronic, and procedural safeguards that comply with my professional standards.

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Please call if you have any questions, because your privacy, my professional ethics, and the ability to provide you with quality financial services are very important to me.

Very truly yours,  
*Charles E. Solak*

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