

Privacy Policy

SMC Privacy Statement for Tax Preparation

Protecting your privacy is the policy at **Stephens Management Corporation**. All information that we collect from you is kept confidential from all sources. We restrict access to all nonpublic personal information about you to members of our firm who need to know that information to provide services to you.

Information We Collect

We do collect nonpublic personal information about you from the following sources:

- Information we receive from you on tax preparation organizers, worksheets, Federal and State tax reporting forms, and from other documents we use in tax preparation or other financial and related services.
- Information about your transactions with us, and others, and
- Information we may receive from outside agencies such as banks and brokerage houses.

Limitations on Information Sharing

We do not disclose any nonpublic personal information about our clients or former clients, except as permitted, required or approved by you in writing as listed below:

- Requirements to comply with Federal, State, or Local law,
- Requirements to comply with Federal, 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 to electronically file your tax return, when applicable,
- Information that discloses that you are our client, without disclosure of financial or other personal information.