

**Hendershot, Burkhardt & Reed, CPAs**  
**7525 Presidential Lane, Manassas, VA 20109**

**Notice of Privacy Practices**

*To our clients:* This notice describes how accounting information about you (as a client of this firm) may be used and disclosed, and how you can get access to your accounting information.

**Our commitment to your privacy**

Our firm is dedicated to maintaining the privacy of your accounting information. We are required by law to maintain the confidentiality of your accounting information.

We realize that these laws are complicated, but we must provide you with the following information:

**Use and disclosure of your accounting information in certain special circumstances**

The following circumstances may require us to use or disclose your accounting information:

1. To the Internal Revenue Service.
2. Lawsuits and similar proceedings in response to a court of administrative order.
3. If required to do so by a law enforcement official.
4. If you are a member of U.S. or foreign military forces (including veterans) and if required by the appropriate authorities.
5. To federal officials for intelligence and national security activities authorized by law.
6. To correctional institutions or law enforcement officials if you are an inmate or under the custody of a law enforcement official.

**Your rights regarding your accounting information**

1. Communications. You can request that our practice communicate with you about your accounting and financial related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than at work. We will accommodate reasonable requests.
2. You may ask to amend your tax information if you believe it is incorrect or incomplete, and as long as the information is kept by or for our firm. To request an amendment, your request must be made in writing and submitted to Hendershot, Burkhardt & Reed, CPAs. For further information please call Martha Kimble or Dave Burkhardt at 703-361-1592. You must provide us with a reason that supports your request for amendment.
3. Right to a copy of this notice. You are entitled to receive a copy of this Notice of Privacy Practices. You may ask us to give you a copy of this Notice at any time. To obtain a copy of this notice, contact our front desk receptionist.
4. Right to file a complaint. If you believe your privacy rights have been violated, you may file a complaint with our practice. To file a complaint with our firm, contact Richard L. Hendershot, CPA. For further information contact Martha Kimble at 703-361-1592. All complaints must be submitted in writing.
5. Right to provide an authorization for other uses and disclosures. Our practice will obtain your written authorization for use and disclosures that are not identified by this notice or permitted by applicable law.

If you have any questions regarding this notice or our accounting information privacy policies, please contact Richard L. Hendershot, CPA.