

# **JOHNSON & SEMKEN, CPAs, PC**

**CERTIFIED PUBLIC ACCOUNTANTS • AICPA • UACPA**

Information Security Compliance Fee \$15:

Our firm has always made strong efforts to protect our clients' information. Recent updates require us to take more advanced measures to ensure we are doing everything possible to prevent a data breach or cyberattack. We have worked with our IT partner to implement more safeguards and to verify that we are taking the most secure approach to monitor and protect your information. In order to meet these standards, we will be implementing a minimal \$15 fee for each client's tax return.

Federal agencies, including the Internal Revenue Service (IRS) and the Federal Trade Commission (FTC), have recently made updates to many policies governing how financial institutions, including tax professionals, protect the security of customer information. Specifically, the IRS, in collaboration with their Security Summit partners, have developed more stringent guidelines which outline the requirements of financial institutions' Written Information Security Plans. Many of the same security measures outlined in these guidelines have also been recommended by the state of Utah.

You can help protect your own information by providing it to us in a secure format. **We offer three secure methods for you to send us your information:**

1. We highly recommend the use of our secure portal, Revver, for sharing all private information. This method requires you to log into Revver.
2. For clients who prefer to email, we ask that you do not email private information or documents directly to us; instead, email us to request an encrypted email link, which you can then reply to with attached documents in a secure, encrypted format. This method does not require you to login.
3. If you prefer not to use digital means, bringing your information to us in person is the best way to ensure that it is protected.

Below is a list of what is considered information that should be protected:

- Social Security Numbers for yourself and your family
- Dates of birth for yourself and your family
- Wages and salary information
- Investment income and gains/losses
- Information related to rental properties and real estate investments
- Bank account and routing number for direct deposit of refunds or payments
- Credit card and loan information
- Business income and expense information
- Health care information for tax credits and deductions
- Contact information not publicly available like email and phone numbers
- Anything that cannot be found on Google

If you'd like to read the updated policy guidelines from the IRS and FTC, you can find those here:

- IRS Security Summit: <https://www.irs.gov/newsroom/specially-designed-security-summit-plan-helps-tax-pros-protect-data-summer-security-series-begins>
- FTC Safeguards Rule: <https://www.ftc.gov/business-guidance/resources/ftc-safeguards-rule-what-your-business-needs-know>

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