



**2530 Colorado Ave # 2B**  
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## Privacy Policy Notice

We collect nonpublic personal information about you and your employees from the following sources:

- Information we receive from you on applications or other forms
- Payroll information from W4s, I9s, Direct Deposit authorizations on employees including name, address, and social security number which may also contain bank account information, date of birth, phone number and other personal information.
- Information about your transactions with us, or from any future affiliation with our bank, or others, and
- Information we receive from third parties such as child support orders, retirement plan providers, other garnishers, etc.

"Nonpublic Personal Information" is nonpublic information about you or your employees that we may obtain in connection with providing a financial product or service to you.

The Payroll Department, Inc. does **NOT** disclose any nonpublic personal information about you or your employees (present and former) to nonaffiliated third parties except as permitted or required by law.

We may disclose the following information to companies that perform a routine business function such as data processing, servicing or marketing services on our behalf or to other financial institutions with which we have a joint agreement:

- Information we receive from you on any application or other form(s), such as your name, address, phone number, social security number, and your employee.
- Information about your transactions with us, our affiliates, or others that may include your payment history, parties transactions, or any contracts executed by you.

The Payroll Department, Inc. restricts access to nonpublic personal information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural



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safeguards that comply with federal and state standards to guard your nonpublic personal information.

We take every precaution to ensure that the information we receive about you will be safe, secure, and private. We appreciate your business and thank you for entrusting us with your payroll information. If you have any questions regarding this policy, please contact us at (970) 259-6960.