



# PRIVACY POLICY AND TERMS OF SERVICES

## Medzam Consulting LLC Privacy Policy and Terms Updated March 07th, 2023.

Our mission is to drive effective accounting, business, and tax services and, when you register with us, you gain access to a wide range of services and tools to stay ahead in your individual and/or business accounting affairs. Thank you for selecting MEDZAM CONSULTING LLC to assist you with your business and individuals accounting and tax affairs.

This letter confirms our Privacy Policy and Terms with you and the nature and extent of services we will provide as well as describes the ways in which your information, processes, and personal data and other processes with us are managed and used by Medzam Consulting LLC (referred to herein as “the provider”, “we”, “us”, “our”).

To assure mutual understanding of our responsibilities, we encourage you to read this letter. It is your responsibility to review and understand this Privacy Policy and terms. You also should review our Terms and Conditions. If you do not accept and agree to the Privacy Policy and/or Terms and Conditions, please refrain from providing your personal data to us, accessing our websites, and/or utilizing our products and services.

To seamlessly deliver these resources and benefits, we at times need to share your information across our team – always with a focus on keeping your data secure. With our websites and services constantly evolving, our Privacy Policy and Terms and Conditions may also change from time to time. Whenever there are changes, the modified policies will be notified and posted on our websites and will be effective at that time.

### General Firm Responsibilities

We will prepare your accounting, business and tax documents, reports, and/or any other information by relaying and/or using the information and documents you provide us with. We will process the reports, returns, and other documents with the information provided by you with copies of your records into our client portal, in your documents folders.



(425) 435-8907

[www.medzamconsulting.com](http://www.medzamconsulting.com)



@medzamconsulting



# PRIVACY POLICY AND TERMS OF SERVICES

## Medzam Consulting LLC Privacy Policy and Terms Updated March 07th, 2023.

All our services start with an agreement or service contract. It is your responsibility to provide timely information and complete documentation for the preparation of your returns.

Our services do not contemplate the audit, review, compilation, or preparation of financial statements audited. We may ask you to clarify certain items that you furnish to us, but we will not audit or verify any of this information. Therefore, our engagement cannot be relied upon to disclose errors, embezzlements, fraud or other illegal acts should they exist. However, we will inform you of any such matters that come to our attention.

### Client Substantiation Requirements

Our work and services will not include any procedures to discover defalcations or other irregularities. The only data or analysis work we will do is that which is necessary for the preparation of your accounting, business and/or tax documents.

All our monthly business clients have agreed to provide to MEDZAM CONSULTING LLC every 5th – 10th of the following month the necessary receipts/invoices such as deposit slips, expense receipts or invoices and records, bank statements and any other documents that will assist Medzam Consulting LLC in providing the business services on time.

It is your responsibility to present the documentation and information necessary to support or backup any already given information.

MEDZAM CONSULTING LLC will prepare and send for you and/or your business the documentation corresponding to the State and Federal Reports of the business, as well as the bookkeeping services, and payroll services according to each agreement of services signed with you.



(425) 435-8907

[www.medzamconsulting.com](http://www.medzamconsulting.com)



@medzamconsulting



# PRIVACY POLICY AND TERMS OF SERVICES

## Medzam Consulting LLC Privacy Policy and Terms Updated March 07th, 2023.

You agree that any federal, state or local amount and/or balance to be paid is the sole responsibility of the client, owner and/or responsible part of the business who signed our agreement of services to be provided, and none of it to be imposed to Medzam Consulting LLC when the responsible is directly and impose for you and/or your business. Any charges or fines are not the obligation of Medzam Consulting LLC, as well as any payments for delays or non-compliance with the legal and tax obligations and responsibilities of the individuals and/or business owners.

### Conflicts of Interest, Due Diligence and Favorable Interpretation

We must use our judgment in resolving questions where the business, accounting and tax law is unclear, or where there may be conflicts penalties, we will apply the "more likely than not" reliance standard to resolve such issues. You agree to honor between the authorities' interpretations of the law and other supportable positions. In order to avoid our decisions regarding the need to make protective disclosures in your documents and returns.

Penalties of as much as \$100K can be imposed on you for failing to disclose participation in "reportable transactions," that is, certain arrangements the IRS has identified as potentially abusive. We will insist that all such transactions be properly disclosed.

The law also imposes penalties when taxpayers understate their tax liability. If you have concerns about such penalties, please call us.

Your information may be selected for audit by a taxing authority. Any proposed adjustments are subject to appeal. In the event of a tax examination, we can arrange to be available to represent you. Such representation will be a separate engagement for which an engagement letter will be provided to you in case of.



(425) 435-8907

[www.medzamconsulting.com](http://www.medzamconsulting.com)



@medzamconsulting



# PRIVACY POLICY AND TERMS OF SERVICES

## Medzam Consulting LLC Privacy Policy and Terms Updated March 07th, 2023.

Medzam consulting LLC only accepts and acknowledges the information sent and/or received through the following emails: [medzamconsulting@gmail.com](mailto:medzamconsulting@gmail.com), [info@medzamconsulting.com](mailto:info@medzamconsulting.com), [contact@medzamconsulting.com](mailto:contact@medzamconsulting.com) and/or through your customer account through our portal. If you still do not have a customer account when any service is activated, you will be sent the information corresponding to your account activation as a customer on our portal.

Any dispute arising from these Privacy Policy and Terms of Services or with your agreement will be governed by and construed and enforced in accordance with the laws of the State of Washington, without regard to conflict of law rules or principles. Any dispute between the parties that is not subject to arbitration or cannot be heard in small claims court will be resolved in the state or federal courts located in King County, Washington.

We appreciate having you as a client over the years and thank you for giving us the opportunity to serve you with our services in the best way.

Please contact us if you have questions.

Sincerely,

*Vanesa Medina*  
CEO & Founder  
Medzam Consulting LLC



(425) 435-8907

[www.medzamconsulting.com](http://www.medzamconsulting.com)



@medzamconsulting