

CONFIDENTIALITY STATEMENT

The Village of Ansonia Municipal Income Tax Ordinance #2015-4 (“Village Tax Ordinance”) provides:

Section 14(A)

“Any information gained as a result of returns, investigations, hearings, or verifications required or authorized by ORC Chapter 718 or by the Ordinance of the Municipality is confidential, and no person shall access or disclose such information except in accordance with a proper judicial order or in connection with the performance of that person’s official duties or the official business of the Municipality as authorized by ORC Chapter 718 or this Ordinance authorizing the levy.”

Section 99(A)

“[W]hoever violates section[] 14(A) . . . shall be guilty of a misdemeanor of the first degree and shall be subject to a fine of not more than one thousand (\$1,000) dollars or imprisonment for a term of up to six (6) months, or both. In addition, the violation is punishable by dismissal from office or discharge from employment, or both.”

The above sections apply to the Tax Administrator, other employees of the Village of Ansonia (“Village”) with access to confidential tax information, and members of the Local Board of Tax Review (“Local Board”).

Confidential tax information shall not be disclosed, either internally or to third parties, unless such disclosure is in accordance with a proper judicial order or is in connection with the performance of official duties or the official business of the Village. “Confidential tax information” includes, but is not limited to, non-public tax information received:

- On any tax form, return, or report from any source;
- Through personal conversations, telephone conversations, email, mail delivery by the United States Postal Service or any other carrier, and any additional form of correspondence from any source; and
- Through investigations, hearings, and verifications.

Further, all confidential tax information, whether in written or oral form, is to be used or accessed for official tax purposes only.

In addition, no documentation containing confidential tax information may be removed from the Income Tax Department for any purpose, regardless of the length of time the documentation will be gone, without the express approval of the Tax Administrator.

A signed copy of this Confidentiality Statement shall be filed with the Tax Administrator.

If you have any questions regarding your confidentiality obligations, please discuss them with the Tax Administrator immediately.

I, _____, hereby acknowledge that I have read the foregoing, that I have been provided a copy of and have read the Village Tax Ordinance, and that I fully understand my obligations with regard to confidential tax information and the consequences for improper disclosure of such information.

Signature

Date