

CITIZEN CONSENT FORM

The West Virginia State Tax Department is seeking your consent to process your personal information. The Department needs to obtain your consent in accordance with the West Virginia Executive Branch Privacy Policy (WVEB-P102) effective August 1, 2009.

1. The Department is requesting your consent to process the following types of personal information such as but not limited to:

- *Your contact information and information related to your use of Department services..*
- *Your name, address, and social security number.*
- *Your tax identification number.*

2. The Department will process this information for the following purposes such as but not limited to:

- *To search State Tax Department records in order to access your past and current business activity with the State Tax Department and to assist you.*
- *To allow the Division of Personnel and the State Tax Department to conduct a background check for employment in accordance with laws that apply to sensitive security positions.*

3. Your personal information will at times be subject to our internal Privacy Policies and Security Policies. Your personal information will be accessed only by persons that are specifically authorized and bound by confidentiality obligations.

4. You may revoke your consent at any time. Please note if you revoke your consent, you may be unable to receive certain benefits. Additionally, we will continue to process your personal information as required by law.

5. If you have any questions on sensitive information pertaining to you being processed by us, or if you would like to revoke your consent, please contact:

West Virginia State Tax Department
Attention: Privacy Coordinator
1001 Lee Street, East
Charleston, West Virginia 25301
(304) 558-8597 or (304) 558-0760 (telephone)

ACKNOWLEDGEMENT AND CONSENT

I read and understood this notice. I agree that my personal information may be processed for the purposes specified above. I have been provided with a hard copy of this notice.

Name: _____ Date: _____

Signature: _____