



STATE OF CALIFORNIA  
DISCLOSURE OFFICE MS A181  
**FRANCHISE TAX BOARD**  
PO BOX 1468  
SACRAMENTO CA 95812-1468

## City/County Business Tax Program Confidentiality Statement

Confidential tax data is protected from disclosure by law, regulation, and policy. Information security is strictly enforced; violators may be subject to disciplinary, civil, and/or criminal action. Protecting confidential tax data is in the best interest of the city, county, and state.

## City/County Employee Acknowledgment

As a city/county employee, you are required to protect all information received from the Franchise Tax Board (FTB). To protect confidential tax data, you must:

- **Access or modify tax data solely to perform official duties.**
- **Never access, inspect, or use tax data for curiosity or personal reasons.**
- **Never show or discuss confidential tax data with anyone who does not have an authorized need to know.**
- **Never remove confidential tax data from your worksite without authorization.**
- **Place confidential tax data in approved locations only.**

Unauthorized inspection, access, use, or disclosure of confidential tax data is a crime under state laws including, but not limited to, California Revenue and Taxation Code Sections 19542, 19542.1, and 19552 and Penal Code Section 502. Unauthorized access, inspection, use, or disclosure may result in any or all of the following:

- **State criminal action.**
- **Taxpayer civil action.**
- **Criminal fines.**

*I certify that I have read the confidentiality statement printed on this form. I further certify and understand that unauthorized access, inspection, use, or disclosure of confidential information may be punishable as a crime and may result in disciplinary and/or civil action against me.*

## Signature Authorization

If I choose to sign this form electronically, I agree that my electronic signature is a legally binding equivalent to my handwritten signature on a paper form.

---

Employee name

---

Employee signature

---

Date

Each city/county employee accessing FTB data must retain a signed copy of this form and provide it to FTB upon request.