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Name (PRINT)

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Organization

**PENNSYLVANIA DEPARTMENT OF REVENUE  
TAX INFORMATION CONFIDENTIALITY AGREEMENT**

As a contractor for or of the Pennsylvania Department of Revenue, I understand that I am required to fully observe and comply with the applicable provisions and prohibitions of the *Department of Revenue*, as well as State and Federal laws as they apply to accessing, using, divulging, or disclosing confidential tax information.

I understand that as part of my work for the Pennsylvania Department of Revenue, I may have access to Pennsylvania and occasionally Federal tax returns, schedules, worksheets, audit reports, investigative reports, computer files, printouts, listings and books. These documents contain confidential tax information, which includes, but is not limited to, taxpayer names, addresses, amounts and sources of income, profits, losses, expenses, deductions, assessments, appeals, penalties, interest, fines, and whether or not a taxpayer filed a return. All information about a return or a taxpayer is considered confidential.

I understand that, the tax laws of the Commonwealth of Pennsylvania and the United States prohibit me from accessing, using, discussing, divulging, or disclosing in any manner, any information I may receive because I have access to tax returns or tax information. This means that any personal, non-work related reasons of accessing, using, discussing, divulging, or disclosing any confidential tax information are prohibited.

I understand that the tax laws of the Commonwealth of Pennsylvania and the United States, as well as the Pennsylvania Crimes Code and the *Standards of Conduct for Employees of the Department of Revenue*, have specific prohibitions, which include unauthorized inspection of tax information, through either electronic or paper format, under penalty of law. These include, but are not limited to:

***Pennsylvania Confidentiality Statutes***

- 18 Pa. C.S.A. §3933(a) (2) of the Pennsylvania Crimes Code prohibits persons from intentionally and without authorization accessing any computer, computer system, computer database, or computer network. A violation is a first-degree misdemeanor. 18 Pa. C.S.A. §3933(b).

***United States Internal Revenue Code***

- §7213 of the Internal Revenue Code makes it unlawful to willfully disclose Federal tax returns or return information to any person for a reason other than tax administration. Violation of this section is a felony punishable by a fine in any amount not exceeding \$5,000, or imprisonment of not more than five years, or both, together with costs of prosecution.

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Initials

- §7213A of the Internal Revenue Code makes it unlawful to willfully inspect Federal tax return information for a reason other than tax administration. Violation of this section shall be punishable by a fine in any amount not to exceed \$1,000 or imprisonment of not more than one year, or both, together with costs of prosecution.
- §7431 of the Internal Revenue Code provides for civil damages for unauthorized disclosure of Federal tax returns or return information. The taxpayer may seek civil damages, which is the greater of \$1,000 for each unauthorized occurrence or the sum of actual damages plus punitive damages, plus the cost of the action.

I understand that I should consider everything on tax returns, schedules, worksheets, audit reports, investigative reports, computer files, printouts, listings and books to be **CONFIDENTIAL**. This means I should not access, use, discuss or reveal any of the information with anyone outside the Pennsylvania Department of Revenue, including my friends and members of my family.

I understand that if I receive any inappropriate question about information on a tax return, schedule, worksheet, audit report, investigative report, computer file, printout or listing or concerning taxes, I must immediately refer the questioning person to the Department of Revenue for an answer. **I will not access for, or give any information to, an unauthorized individual.** This also applies to questions about the Department of Revenue's internal procedures concerning the state's taxes and collection of them in general.

I understand that if I violate any of the provisions of this Confidentiality Agreement, I will subject myself to the applicable penalties, and my work within the premises of the Department of Revenue **WILL BE TERMINATED.**

By my signature below, I am certifying that I have read, understand and agree to abide by the provisions of this Confidentiality Agreement. My supervisor has met with me and discussed, or offered to discuss, any questions I had. I understand that if I access, inspect, use, discuss, divulge or disclose confidential tax information, in violation of this Agreement my work in the premises of the Department of Revenue will be terminated.

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Contractor/Signature & Printed Name

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Date Signed