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**CLIENT BULLETIN**

**CAUTIONS REGARDING INFORMATION TO BE GIVEN ON CENSUS**

The 2010 U.S. Census is under way, and U.S. Census workers have begun the process of verifying households in the United States. By the conclusion of the Census, every person in the United States will have been counted, and information about each person living at each address will have been gathered. This information includes the name, age, gender, race and other relevant data.

While most people are cautious and will not give out personal information over the telephone or to visitors, the Census presents an opportunity for scammers who realize that citizens are more willing to share personal data during this process and have an opportunity to pose as a government employee and solicit sensitive financial information, leading to fraud or identity theft. Households are required by law to respond to the Census Bureau's request for information. The Census Bureau will be collecting the information by mail, telephone or a visit by a U.S. Census worker. The Census Bureau will NOT make contact via email, so do not respond to any emails requesting Census Bureau information. Never click on a link or open any attachments in an email that purports to be from the U.S. Census Bureau.

The Better Business Bureau is offering the following advice on how to tell the difference between a U.S. Census worker and a con artist.

1. If a U.S. Census worker knocks on your door, they will have a badge, a handheld device, a Census Bureau canvas bag, and a confidentiality notice. You should ask to see their identification and their badge before you answer any questions. You should never invite anyone you do not know into your home.
2. Census workers are currently only making home visits to verify address information. Your Social Security number, credit card or banking information should not be given to anyone, even if they say the information is needed for the U.S. Census. The Census Bureau may be asking for basic financial information, such as a salary range, but the workers will not ask for Social Security, bank account or credit card numbers, nor will employees be soliciting donations. Anyone asking for this type of information is NOT with the Census Bureau.
3. The Census Bureau has decided not to work with Acorn on gathering this information, so no Acorn worker should contact you saying they are with the Census Bureau.
4. No matter what the Census worker asks you, you really only need to tell them how many people live at your address.

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We are always grateful for your trust in recommending us to others.

A referral from you and your continued business are the highest compliments we could ever receive.

### **MINUTEMINDER® SERVICE**

Manos, Martin, Pergram & Dietz Co., LPA would like to take this opportunity to explain to you our corporate and limited liability company (LLC) record book maintenance service called MinuteMinder®.

To make corporate and LLC record keeping as easy as possible for your corporation or LLC, we offer this service whereby we prepare necessary annual corporate shareholder and director minutes, or member actions in the case of an LLC, and Ohio Secretary of State filings and see that they are appropriately filed after they are returned, signed by the corporation or the LLC. The minutes will satisfy all of the legal requirements and, in addition, we will send you copies for your duplicate record book. The original record book will be maintained in our office. In the case of an LLC, we provide assistance and documents for compliance with the statutory requirements regarding records that must be kept at the principal office of the LLC.

It is crucial that shareholder and director minutes, or member actions, as the case may be, be prepared and maintained for your corporation or LLC. By properly documenting corporate or LLC actions, the corporation or LLC will be prepared should it be audited by a governmental agency, request a bank loan, decide to sell its assets (or you decide to sell its stock/member interests).

We provide this service for our clients whose record book we maintain for an annual fee of \$150, plus any filing fees.

The MinuteMinder® service also includes Realassist, Inc. serving, without charge, as the statutory agent for the corporation or LLC, if you wish.

If you would like to subscribe to the MinuteMinder® service, please contact our legal assistant, Joan Swarts, at 740-363-1313.

#### **\*\*NOTICE\*\***

This bulletin provides general information and is not legal advice. Please contact us if you need legal advice.