

# Privacy Request Form

BookSmarts Accounting & Bookkeeping, LLC

Thank you for reaching out to exercise your privacy rights under applicable data privacy laws, including the **Utah Consumer Privacy Act (UCPA)**, **California Consumer Privacy Act (CCPA/CPR)**, and other relevant privacy regulations. Please complete this form to submit your request.

## Contact Information

Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number (if applicable for SMS requests): \_\_\_\_\_

Mailing Address (optional): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Type of Privacy Request

Please select one or more options below to indicate the type of request you are making:

- Access My Personal Data
- Correct Inaccurate Personal Data
- Delete My Personal Data
- Opt-Out of SMS Communications
- Opt-Out of Sale or Sharing of Personal Data
- Request Data Portability
- Appeal Privacy Request Decision (Utah Residents Only)

## Description of Request

Please provide any additional details regarding your request:

## Identity Verification

To protect your privacy, we may need to verify your identity before processing your request. Please indicate your preferred method of verification:

- Email Verification (we will send a verification email to the address provided above)
- Phone Verification (we will contact you via SMS or phone call)

- Upload Government-Issued ID (optional for additional verification)

### **Authorized Agent Request (if applicable)**

If you are submitting this request on behalf of another person, please provide:

Authorized Agent's Full Name: \_\_\_\_\_

Relationship to Individual: \_\_\_\_\_

Authorized Agent's Email Address: \_\_\_\_\_

### **Declaration**

I declare under penalty of perjury that the information provided in this request is true and accurate, and that I am the individual or authorized agent submitting this request.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Submission Instructions**

Please submit your completed Privacy Request Form via:

- Email: [Hello@booksmartspro.com](mailto>Hello@booksmartspro.com)
- Online via our Privacy Request Portal: [Privacy Request URL]
- Mail: 265 N Main St Ste D Box #133, Kaysville, UT 84037

We will confirm receipt of your request within 10 business days and respond within the timelines required by applicable privacy laws. If your request is denied, you have the right to appeal (if applicable under Utah law) by submitting another request or contacting us directly.

For questions about this form or our privacy practices, please contact us at

**[Hello@booksmartspro.com](mailto>Hello@booksmartspro.com)**