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Dear Measure MB (Parcel Tax) Exemption Applicants,

To qualify for the exemptions, residents are required to submit information that you may be concerned about becoming available for use outside of this process (account numbers, driver's license number, etc.) Please know that protecting your privacy and personal information is very important to the District, and we hope that this overview assures you the process is well managed and safe.

All information submitted to the District is reviewed for completeness and forwarded to NBS, a firm that specializes in administering tax related programs. NBS will review all applications, approve or deny them, and send notifications directly to the applicants.

- **REDACTING:** As an applicant, you may cross out (redact) all but the first few letters/numbers on your identification and proof of residence documents (e.g., account numbers, driver's license numbers, balance amounts, etc.) to further protect your privacy.
- **REQUIRED INFORMATION:** The information that must be shown in full is the applicant's name, address, and date of birth – this information is necessary to verify the applicant's eligibility for the exemption.
- **PROCESSING & DESTROYING INFORMATION:** Once applications are received at the District Office, the name and contact information of the applicant will be recorded. The application will be scanned and transmitted to NBS. The files are saved electronically in the NBS database. NBS uses industry standard network security including antivirus software, intrusion monitoring systems, and modern firewall technologies to protect the data stored in their systems in order to protect data in their files.

No electronic files other than the name and contact information of the applicant will be stored by the District – once sent to NBS, these files will be deleted from the District's network. Once NBS confirms receipt of the application, the District will shred the original hard copy.

Again, the District takes the privacy and use of your personal information very seriously, and wants you to feel secure when applying for an exemption. If you have any additional questions on the process please contact us at 310.318.7345, extension 5944.

Sincerely,  
Dr. Dawnalyn Murakawa-Leopard  
Deputy Superintendent