

Kevin Harrington CPA  
11170 Sun Center Drive  
Rancho Cordova, California 95670

[date]

[Name]

[Address]

[City, State, Zip]

Subject: Notice of Data Breach

Dear [Name]:

I am writing to inform you of a data security incident that affected your personal information. I take the privacy and security of your information very seriously. This is why I am contacting you, offering you credit and identity monitoring services, and informing you about steps that can be taken to protect your personal information.

**What happened?** On November 11, 2016, I detected that someone may have accessed my computer without authorization. I immediately informed my information technology provider and disabled online access to my computer. I immediately began an investigation, and on November 18, 2016, the information technology firm confirmed that someone accessed client files on my computer without authorization. I immediately notified the Internal Revenue e-File Services Department, the Internal Revenue Service/Criminal Investigation, and the California Franchise Tax Board to prevent any fraudulent activity. Although I am not aware of any fraudulent use of information associated with the event, I encourage you to utilize the services referenced below to monitor your personal information.

**What Information Was Involved?** The following information appears to have been accessed: tax return information which included names, addresses, dates of birth, and Social Security numbers.

**What Are We Doing?** As soon as I detected that someone may have accessed my computer without my authorization, I notified and worked with my information technology provider to ensure that any unauthorized access to my computer was disabled and that all passwords were changed. I also notified the Internal Revenue e-File Services Department, the Internal Revenue Service/Criminal Investigation (IRS/CI), and the California Franchise Tax Board to prevent any fraudulent activity. I have since replaced my computer to ensure that no one has access to any client information without authorization. I am also providing you information about steps you can take to protect your personal information, and offering you credit and identity monitoring services for 12 months at no cost to you.

**What You Can Do:** You can follow the recommendations on the following page to protect your personal information. You can also enroll in the services we are offering through Kroll, a global leader in risk mitigation and response, to protect your identity for 12 months at no cost to you. To receive credit services, you must be over the age of 18 and have established credit in the U.S., have a Social Security number in your name, and have a U.S. residential address associated with your credit file. Your services start on the date of this notice and can be used at any time during the next 12 months. They will include credit monitoring, web watcher, and identity consultation and restoration. Visit [insert URL] to take advantage of your services. Your membership number is [insert Member ID]. To receive credit services by mail instead of online, please call [insert toll free number].

**For more information:** Further information about how to protect your personal information appears on the following page. If you have questions or need assistance, call [insert toll free number] 8:00 a.m. to 5:00 p.m. (Central Time), Monday through Friday. Kroll's licensed investigators are standing by to assist you. Please have your membership number ready. You may also contact me at 916-361-2755.

If you haven't already done so, I also encourage you to complete IRS Form 14039, Identity Theft Affidavit which you can obtain at <http://www.irs.gov/pub/irs-pdf/f14039.pdf>, and then mail or fax it to the IRS according to instructions on the form. Please contact us should you need assistance filing Form 14039. If you have other identity theft/tax related issues, contact the IRS Identity Protection Specialized Unit at 1-800-908-4490.

(see reverse side)

I am grateful for your business and your trust. Please accept my sincere apologies and know that I deeply regret any worry or inconvenience this may cause you.

Sincerely,

(insert signature)

Kevin Harrington, CPA

## STEPS YOU CAN TAKE TO FURTHER PROTECT YOUR INFORMATION

### Review Your Account Statements and Notify Law Enforcement of Suspicious Activity

As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

**Copy of Credit Report:** You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com/>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can print this form at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>. You also can contact one of the following three national credit reporting agencies:

#### Equifax

P.O. Box 105851  
Atlanta, GA 30348  
1-800-525-6285  
[www.equifax.com](http://www.equifax.com)

#### Experian

P.O. Box 9532  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

#### TransUnion

P.O. Box 1000  
Chester, PA 19016  
1-877-322-8228  
[www.transunion.com](http://www.transunion.com)

#### Free Annual Report

P.O. Box 105281  
Atlanta, GA 30348  
1-877-322-8228  
[annualcreditreport.com](http://annualcreditreport.com)

**Fraud Alert:** You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

**Security Freeze:** In some US states, you have the right to put a security freeze on your credit file. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. If you request a security freeze from a consumer reporting agency there may be a fee up to \$10 to place, lift or remove the security freeze. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

**Additional Free Resources:** You can obtain information from the consumer reporting agencies, Federal Trade Commission or from your respective state Attorney General about steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the Federal Trade Commission or to the Attorney General in your state. Residents of Maryland, North Carolina, and Rhode Island can obtain more information from their Attorneys General using the contact information below.

#### Federal Trade Commission

600 Pennsylvania Ave, NW  
Washington, DC 20580  
[consumer.ftc.gov](http://consumer.ftc.gov), and  
[www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)  
1-877-438-4338

#### Maryland Attorney General

200 St. Paul Place  
Baltimore, MD 21202  
[oag.state.md.us](http://oag.state.md.us)  
1-888-743-0023

#### North Carolina Attorney General

9001 Mail Service Center  
Raleigh, NC 27699  
[ncdoj.gov](http://ncdoj.gov)  
1-877-566-7226

#### Rhode Island Attorney General

150 South Main Street  
Providence, RI 02903  
<http://www.riag.ri.gov>  
401-274-4400