



Processing Center • P.O. BOX 141578 • Austin, TX 78714



00001  
JOHN Q. SAMPLE  
1234 MAIN STREET  
ANYTOWN US 12345-6789

February 24, 2017

RE: Notice of Data Breach

Dear John Sample:

I am writing regarding a recent incident that may affect the security of certain personal information related to you. I wanted to provide you with information about this incident, my response and steps you can take to protect against identity theft and fraud, should you feel it necessary to do so.

**What Happened?** On the morning of February 10, 2017 I discovered that my car had been stolen sometime between the night of February 9, 2017 and that morning. I quickly reported this incident to law enforcement and have been cooperating with their investigation. Inside my trunk were two password protected laptop computers containing tax software for my personal tax clients. That software contained personal tax information including the Social Security numbers and birthdates for all of the persons listed on your tax return (spouse and dependents). If you ever provided me bank accounts used for Direct Deposit, then you should alert your banking institution for that particular account and follow their advice. One of the laptops possibly included tax years as far back as 2010. I have no evidence that the laptops were targeted or that the information stored on the laptops at the time they were stolen was accessed or acquired by an unauthorized individual.

**What Information Was Involved?** The stolen laptops stored certain data related to you, including a combination of name, address, date of birth, Social Security number, and bank account information. There may also be information related to a spouse or dependents if provided for previous tax filings. I will be notifying all impacted individuals separately, so if your spouse or dependent is impacted, they will be sent a letter.

**What I Am Doing.** I have also been working to notify those who may be impacted and provide them with resources to assist them in protecting against any possible identity theft or fraud.

As an added precaution, I have arranged to have AllClear ID protect your identity for 24 months at no cost to you. The following identity protection services start on the date of this notice and you can use them at any time during the next 24 months.

AllClear Identity Repair: This service is automatically available to you with no enrollment required. If a problem arises, simply call 1-855-725-5772 and a dedicated investigator will help recover financial losses, restore your credit and make sure your identity is returned to its proper condition.



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AllClear Credit Monitoring: This service offers additional layers of protection including credit monitoring and a \$1 million identity theft insurance policy. For a child under 18 years old, AllClear ID ChildScan identifies acts of credit, criminal, medical or employment fraud against children by searching thousands of public databases for use of your child's information. To use this service, you will need to provide your personal information to AllClear ID. You may sign up online at [enroll.allclearid.com](http://enroll.allclearid.com) or by phone by calling 1-855-725-5772 using the following redemption code: Redemption Code

Please note: Additional steps may be required by you in order to activate your phone alerts and monitoring options.

**What You Can Do.** You can enroll in the monitoring service using the enrollment information above. You can also review the enclosed "Steps You Can Take to Protect Against Identity Theft and Fraud" which includes guidance on steps you can take to better protect against the possibility of fraud and identify theft.

**For More Information.** I sincerely regret any inconvenience or concern this incident has caused you. If you have questions or concerns that are not addressed in this notice letter, you may call the dedicated call center we've established regarding this incident at 1-855-725-5772. The call center is available Monday through Saturday, 6:00 a.m. to 6:00 p.m. P.S.T. (excluding U.S. holidays).

Sincerely,

A handwritten signature in black ink, appearing to read "John D. Williamson". The signature is written in a cursive style with a horizontal line at the end.

John Williamson, CPA

## Steps You Can Take to Protect Against Identity Theft and Fraud

You can also contact the IRS at [www.irs.gov/Individuals/Identity-Protection](http://www.irs.gov/Individuals/Identity-Protection) for helpful information and guidance on steps you can take to prevent a fraudulent tax return from being filed in your name and what to do if you become the victim of such fraud. You can also visit [www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft](http://www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft) for more information.

You should also look to the information made available by the tax authority for your state of residence and any other state where you file a tax return. For a list of websites for each US state's tax authority, visit <http://www.taxadmin.org/state-tax-agencies>. California filers can visit The State of California Franchise Tax Board's website regarding how to report scams, identity theft, and tax fraud at [https://www.ftb.ca.gov/online/fraud\\_referral/index.shtml](https://www.ftb.ca.gov/online/fraud_referral/index.shtml).

We encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports for suspicious activity. Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

At no charge, you can also have these credit bureaus place a "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain new credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below.

Equifax  
P.O. Box 105069  
Atlanta, GA 30348  
1-800-525-6285  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 2002  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion  
P.O. Box 2000  
Chester, PA 19022-2000  
1-800-680-7289  
[www.transunion.com](http://www.transunion.com)

You may also place a security freeze on your credit reports. A security freeze prohibits a credit bureau from releasing any information from a consumer's credit report without the consumer's written authorization. However, please be advised that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing, or other services. If you have been a victim of identity theft, and you provide the credit bureau with a valid police report, it cannot charge you to place, list or remove a security freeze. In all other cases, a credit bureau may charge you a fee to place, temporarily lift, or permanently remove a security freeze. You will need to place a security freeze separately with each of the three major credit bureaus listed above if you wish to place a freeze on all of your credit files. To find out more on how to place a security freeze, you can use the following contact information:

Equifax Security Freeze  
P.O. Box 105788  
Atlanta, GA 30348  
1-800-685-1111  
(NY residents please call  
1-800-349-9960)  
<https://www.freeze.equifax.com>

Experian Security Freeze  
P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com/freeze/center.html](http://www.experian.com/freeze/center.html)

TransUnion  
P.O. Box 2000  
Chester, PA 19022-2000  
1-888-909-8872  
[www.transunion.com/credit-freeze](http://www.transunion.com/credit-freeze)



You can further educate yourself regarding identity theft, fraud alerts, and the steps you can take to protect yourself, by contacting the Federal Trade Commission or your state Attorney General. **For North Carolina residents**, the Attorney General can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001, 1-919-716-6400, [www.ncdoj.gov](http://www.ncdoj.gov). The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, [www.identitytheft.gov](http://www.identitytheft.gov), 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a crime report or incident report with law enforcement for identity theft, you will likely need to provide some kind of proof that they have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement. This notice has not been delayed by law enforcement.