

Michael T. Blevins, Inc.

Mail Handling Services
777 E Park Dr
Harrisburg, PA 17111

A-349

NAME
ADDRESS

May 19, 2017

Dear NAME ,

Notice of Data Breach

We are sending you this letter to inform you of a potential security incident involving some of our current and former clients. We are providing this notice to inform potentially affected individuals of the incident and to call your attention to some steps you can take to help protect yourselves.

What Happened

Shortly before this year's tax deadline, we identified some unusual events for certain clients, including increased communications from the IRS and rejected e-filings. Because of this, we retained an independent forensic investigation firm to assist in our investigation. Based on their investigation, it appears that an unauthorized individual was able to gain access to our computer network for limited periods of time over the course of several days in late March and, while there, may have been able to access certain client files stored in our systems.

Unfortunately, we cannot be certain whether any particular client's information may have been affected by this incident, however, out of an abundance of caution, we are notifying all clients whose files may have been accessed during the incident.

We cannot begin to express the emotional torment this has been, going through this discovery process, and the incredible burden that's been put upon all involved. It's unbelievably disturbing that our clients, friends, and family could have been affected by this criminal activity.

What Information Was Involved

They gained access to client tax data; W-2 information, names, social security numbers, dates of birth, phone numbers, and direct deposit bank account routing and account numbers.

What We Are Doing

Our firm has always recognized the importance of securing our clients' information and takes the privacy and protection of personal information very seriously. We took steps to address this incident promptly after it was discovered, including engaging outside forensic experts to assist us in investigating and remediating the situation. We have reconfigured various components of our systems to prevent unauthorized access and implemented additional layers of protection to enhance the security of our systems.

While we are continuing to review and enhance our security measures, the incident has now been contained. We have also contacted law enforcement and the Internal Revenue Service and we will continue to cooperate with their investigation of this incident.

In addition, to help protect your identity, we are offering twelve months of complimentary identity protection services from a leading identity monitoring services company. These services help detect possible misuse of your personal information and provide you with superior identity protection support focused on immediate identification and resolution of identity theft. For more information about these services and instructions on completing the enrollment process, please refer to the information in the “Information about Identity Theft Protection” reference guide included here.

What You Can Do

We want to make you aware of steps that you can take to guard against fraud or identity theft. You can carefully check your credit reports for accounts you did not open or for inquiries from creditors you did not initiate. If you see anything you do not understand, call the credit agency immediately. If you find any suspicious activity on your credit reports, call your local police or sheriff's office, and file a police report for identity theft and get a copy of it. You may need to give copies of the police report to creditors to clear up your records. You may choose to notify your bank to see if there are any additional protections available to prevent someone from accessing your account or initiating transactions without your permission. As a general practice, we recommend regularly monitoring your accounts for unusual activity or any transactions you do not recognize. If you find anything unusual, contact your bank immediately. Finally, the “Information about Identity Theft Protection” reference guide, included here, describes additional steps that you may take to help protect yourself, including recommendations by the Federal Trade Commission regarding identity theft protection and details on placing a fraud alert or a security freeze on your credit file.

For More Information

For more information about this incident, or if you have additional questions or concerns about this incident, you may contact us at 844-535-5016 between 6:00 a.m. and 3:00 p.m. Pacific time, Monday through Friday. Again, we sincerely regret any concern this incident may cause you.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Blevins", is positioned above the printed name.

Michael T. Blevins

Information about Identity Theft Protection

To help protect your identity, we are offering a complimentary membership in Experian's® ProtectMyID®. This product helps detect possible misuse of your personal information and provides you with superior identity protection support focused on immediate identification and resolution of identity theft. Included with this service are fraud resolution services that provide an Experian Fraud Resolution agent to work with you to investigate and resolve each incident of fraud that occurred from the date of the incident (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

To enroll in these services, visit <http://www.protectmyid.com/redeem> by **August 24, 2017** and use the following activation code: . You may also enroll over the phone by calling **877-288-8057** between the hours of 9:00 AM and 9:00 PM (Eastern Time), Monday through Friday and 11:00 AM and 8:00 PM Saturday (excluding holidays). Please provide the following engagement number as proof of eligibility: **PC-310**.

Once you enroll in ProtectMyID, you will have access to the following features:

- **Experian credit report at signup:** See what information is associated with your credit file.
- **Active Surveillance Alerts:** Monitors Experian, Equifax and Transunion files for indicators of fraud.
- **Fraud Resolution:** Identity Theft Resolution agents are immediately available to help you address credit and non-credit related fraud.
- **ExtendCARE:** You receive the same high-level of Fraud Resolution support even after your ProtectMyID membership has expired.
- **\$1 Million Identity Theft Insurance¹:** Provides coverage for certain costs and unauthorized electronic fund transfers

Review Accounts and Credit Reports: You can also regularly review statements from your accounts and periodically obtain your credit report from one or more of the national credit reporting companies. You may obtain a free copy of your credit report online at www.annualcreditreport.com, by calling toll-free 1-877-322-8228, or by mailing an Annual Credit Report Request Form (available at www.annualcreditreport.com) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281. You may also purchase a copy of your credit report by contacting one or more of the three national credit reporting agencies listed at the bottom of this page.

You should remain vigilant with respect to reviewing your account statements and credit reports, and you should promptly report any suspicious activity or suspected identity theft to the proper law enforcement authorities, including local law enforcement, your state's attorney general, and/or the Federal Trade Commission ("FTC"). You may contact the FTC or your state's regulatory authority to obtain additional information about avoiding and protection against identity theft: Federal Trade Commission, Consumer Response Center 600 Pennsylvania Avenue, NW, Washington, DC 20580, 1-877-IDTHEFT (438-4338), www.ftc.gov/idtheft.

For additional information from the IRS about identity theft, please visit <https://www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft> or call 800-908-4490. There may be similar resources available at the state level, and you can contact your state department of revenue directly for more information.

Fraud Alerts: There are also two types of fraud alerts that you can place on your credit report to put your creditors on notice that you may be a victim of fraud: an initial alert and an extended alert. You may ask that an initial fraud alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert stays on your credit report for at least 90 days. You may have an extended alert placed on your credit report if you have already been a victim of identity theft with the appropriate documentary proof. An extended fraud alert stays on your credit report for seven years. You can place a fraud alert on your credit report by contacting any of the three national credit reporting agencies at the addresses or toll-free numbers listed at the bottom of this page.

Credit Freezes: You may have the right to put a credit freeze, also known as a security freeze, on your credit file, so that no new credit can be opened in your name without the use of a PIN number that is issued to you when you initiate a freeze. A credit freeze is designed to prevent potential credit grantors from accessing your credit report without your consent. If you place a credit freeze, potential creditors and other third parties will not be able to get access to your credit report unless you temporarily lift the freeze. Therefore, using a credit freeze may delay your ability to obtain credit. In addition, you may incur fees to place, lift and/or remove a credit freeze. Credit freeze laws vary from state to state. The cost of placing, temporarily lifting, and removing a credit freeze also varies by state, generally \$5 to \$20 per action at each credit reporting company. Unlike a fraud alert, you must separately place a credit freeze on your credit file at each credit reporting company. Since the instructions for how to establish a credit freeze differ from state to state, please contact the three major credit reporting companies as specified below to find out more information.

You can obtain more information about fraud alerts and credit freezes by contacting the FTC or one of the national credit reporting agencies listed below.

¹ Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. (AIG). The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

National Credit Reporting Agencies Contact Information

Equifax (www.equifax.com)

General Contact:

P.O. Box 740241
Atlanta, GA 30374
800-685-1111

Fraud Alerts:

P.O. Box 740256, Atlanta, GA 30374

Credit Freezes:

P.O. Box 105788, Atlanta, GA 30348

Experian (www.experian.com)

General Contact:

P.O. Box 2002
Allen, TX 75013
888-397-3742

Fraud Alerts and Security Freezes:

P.O. Box 9554, Allen, TX 75013

TransUnion (www.transunion.com)

General Contact:

P.O. Box 105281
Atlanta, GA 30348
800-888-4213

Fraud Alerts and Security Freezes:

P.O. Box 2000, Chester, PA 19022
888-909-8872