

<<Vendor Street Address>>  
<< Vendor City>>, << Vendor State>> << Vendor Zip>>

<<Date (Format: Month Day, Year)>>

<< First Name>> << Last Name>>  
<<Address>>  
<<City>>, <<State>> <<Zip>>

Re: Notice of Data <<Variable Text 1>>

Dear << First Name>> << Last Name>>:

Wubbels & Duffy, CPA, RLLP (“Wubbels & Duffy”)<sup>1</sup> is writing to notify you of a data security incident you were previously informed about, which appears to have affected your personal information. Wubbels & Duffy takes the privacy and security of all information in its possession very seriously. Please read this letter carefully as it contains information regarding the incident and steps that you can take to help protect your information.

**What Happened?** On April 13, 2023, Wubbels & Duffy discovered that it had experienced an incident involving unauthorized access to its document management platform, GoFileRoom, which resulted in the unauthorized acquisition of certain information. In response, Wubbels & Duffy took immediate steps to secure the platform and preliminarily notify potentially impacted individuals. Wubbels & Duffy also launched an internal investigation and engaged leading, independent cybersecurity experts to investigate the incident and determine the scope of impact to Wubbels & Duffy data. As a result, on or about June 1, 2023, Wubbels & Duffy received confirmation that personal information within the Wubbels & Duffy document management platform was accessed or acquired without authorization.

**What Information Was Involved?** The affected personal information may have included your name as well as your <<Variable Text 2>>.

**What Are We Doing?** As soon as Wubbels & Duffy discovered the incident, the firm took the steps described above. Wubbels & Duffy also reported the incident to the Internal Revenue Service (“IRS”) in an effort to help prevent impacted information from being used for fraudulent tax filings. In addition, as noted above, Wubbels & Duffy provided preliminary notice of the incident to potentially impacted individuals on April 22, 2023. Finally, in an effort to reduce the likelihood of a similar incident occurring in the future, Wubbels & Duffy has taken steps to further bolster the security of its network and the information in its possession.

In the next several weeks, Wubbels & Duffy will be sending all clients with information impacted in connection with this incident a completed IRS Form 14039, which is an Identity Theft Affidavit, to help prevent fraudulent tax filings. You will be issued an Identity Protection PIN in December 2023 or January 2024 by the IRS following the filing of this form to bolster the security of future tax filings.

<sup>1</sup> Wubbels & Duffy is a full-service CPA firm that assists clients with tax preparation. As part of this work, Wubbels & Duffy maintains information about its clients as well as their spouses and dependents.

Wubbels & Duffy is also providing you with information about steps you can take to help protect your personal information and is offering you 12 months of complimentary credit monitoring and identity protection services through TransUnion. We encourage all potentially impacted individuals who have not already done so to enroll in these services, which include credit monitoring, Dark Web monitoring, identity resolution services, and \$1,000,000 in identity theft insurance. To enroll, please use the following information:

- Enrollment Code: WDAD1241923
- How to Enroll: <https://bfs.cyberscout.com/activate>
- Deadline to Enroll: <<DEADLINE>>

**What You Can Do:** You can follow the recommendations on the following page to help protect your personal information. Wubbels & Duffy also recommends you review your current and past financial account statements for discrepancies or unusual activity. If you see anything that you do not understand or that looks suspicious, or if you suspect that any fraudulent transactions have taken place, you should call the financial institution. Additionally, we also encourage you to enroll in the services offered to you through TransUnion by visiting the site above.


**For More Information:** Further information about how to protect your personal information appears on the following page. If you have any questions or need assistance, please call <<TEL NUMBER>> Monday through Friday from 6am to 6pm Pacific or go to <https://bfs.cyberscout.com/activate> and use the enrollment code provided above.

We deeply regret any inconvenience or concern this may cause you as we are committed to protecting our clients. If you have any questions or concerns, please do not hesitate to contact us.

Very truly yours,



Tom Duffy  
Wubbels & Duffy, CPA, RLLP



Lynn Wubbels  
Wubbels & Duffy, CPA, RLLP

## STEPS YOU CAN TAKE TO HELP 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 1-877-322-8228, 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 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  
1-800-916-8800  
[www.transunion.com](http://www.transunion.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 one year. 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:** You have the right to put a security freeze on your credit file for up to one year at no cost. 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. 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, the FTC, or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state.

**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

**New York Attorney General**

Bureau of Internet and Technology  
Resources  
28 Liberty Street  
New York, NY 10005  
1-212-416-8433

**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>  
1-401-274-4400

**Washington D.C. Attorney General**

441 4th Street, NW  
Washington, DC 20001  
[oag.dc.gov](http://oag.dc.gov)  
1-202-727-3400

**You also have certain rights under the Fair Credit Reporting Act (FCRA):** These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information; as well as other rights. For more information about the FCRA, and your rights pursuant to the FCRA, please visit <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>.