

Gary W. Janke

CERTIFIED PUBLIC ACCOUNTANT

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October 17, 2017

Name
Address
City, State, Zip

Re: Notice of Data Breach

Dear Clients and Former Clients:

I am writing to inform you of a data security incident at my offices that may have resulted in the disclosure of your name(s) and Social Security number(s). I take the security of your personal and tax information very seriously, and sincerely apologize for any inconvenience this incident may cause. This letter contains information about what happened and steps you can take to protect your information.

What happened and what information was involved:

On the night of September 26, 2017, a thief broke into the back of the office building in Northridge, California. The building security alarms went off and the Los Angeles Police Department was dispatched. There is video of the thief in the offices and prints were recovered. However, before the first officers arrived, the thief stole a number of items from various offices in the building. Unfortunately, he stole two old computers from my offices. The computers contained tax information from 2012 and prior year tax returns that I had prepared. The data on the computers contained your personal information, including your name(s), address, Social Security number(s) and date of birth. It also included dependent information including name, social security number and date of birth. (For business clients, the data would have included federal identification numbers.) Your tax return information regarding income amounts and sources was also contained on the computers. If you were having your refunds directly deposited into your bank account, the bank account information would have been on one computer. Otherwise, your financial account numbers would not be part of the information stored. Copies of your W-2s and other financial documents were **not** scanned onto the computers. Please keep in mind that the information stolen was from 2012 and prior income tax returns.

What I am doing:

The Los Angeles Police Department was notified the night of the incident. The IRS and FBI have also been notified due to the theft of personal data. I am cooperating with their investigations. Information is being forwarded to the IRS to help them protect against improper tax filings on your income tax account. Since 2013, the current tax data which I have has been

stored in a more secure location which would be much harder for thieves to access in a limited amount of time. The building security systems have also been upgraded.

What You Can Do

DO NOT respond to any emails, mail or phone calls from me or from anyone in my office asking for personal information. I already have that information in my current files. If you have any concerns regarding the validity of an email from me, **PLEASE CALL ME**. The number is 818 700-1099. Due to a recent accident and surgeries I am in and out of the office, but I will get back to you. Do not send any information until you speak with me directly.

I know that a number of you already have credit monitoring on your accounts and that many of you were affected by the Equifax data breach and were able to obtain credit monitoring through Equifax. Whether you currently have credit monitoring or not, you should all consider the following:

Fraud Alerts: You can place fraud alerts with the three credit bureaus at one of the three major credit bureaus by phone and also via Experian's or Equifax's website. A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may cause delay when you seek to obtain credit. The contact information for all three credit bureaus is below.

Monitor: You should always be vigilant and monitor your accounts for suspicious or unusual activity.

Security Freeze: You also have the right to place a security freeze on your credit report. A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent. To place a security freeze on your credit report, you need to make a request to each consumer reporting agency. You may make that request by mail, or by following the instructions found at the websites listed below. The following information must be included when requesting a security freeze (you must include spouse's information as well if you want the freeze to apply to both of you) 1) Full name with middle name, 2) social security number, 3) Date of birth, 4) current address and addresses for last 5 years and 5) any applicable incident reports involving law enforcement or Department of Motor Vehicles. You must also send a legible copy of a current government ID (Driver license, etc) and a utility bill, insurance bill or bank statement showing current address. Please be sure to contact the credit bureaus or review their websites before sending the information as requirements change. The consumer reporting agency may charge a small fee to place, modify, or remove a freeze but the service may be free if you are the victim of identity theft. You may obtain a security freeze by contacting any one or more of the following national consumer reporting agencies.

EQUIFAX SECURITY FREEZE	EXPERIAN SECURITY FREEZE	TRANSUNION (FVAD)
PO Box 105788	PO Box 9554	PO Box 2000
Atlanta, GA 30348	Allen, TX 75013	Chester, PA 19022
www.freeze.equifax.com	www.experian.com/freeze	freeze.transunion.com
800-525-6285	888-397-3742	800-680-7289

More information can be obtained by contacting the Federal Trade Commission at 600 Pennsylvania Ave., NW Washington, DC 20580 1-877-IDTHEFT (438-4338) www/ftc.gov/idtheft

For more information:

I sincerely regret any inconvenience that this data theft may cause you, and remain dedicated to protecting your personal information. If you have any questions, please feel free to call me at 1-818-700-1099.

Sincerely,
Gary Janke, CPA