

Bill Pollard, Jr CPA
Return Mail Processing
PO Box 589
Claysburg, PA 16625-0589

June 27, 2022



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SAMPLE A SAMPLE - L01 GEN

APT ABC

123 ANY STREET

ANYTOWN, ST 12345-6789



RE: Important Security Notification. Please read this entire letter.

Dear Sample A. Sample:

Notice of Data Breach

What Happened: We are writing to notify you that Bill Pollard, Jr CPA (“the Company”) recently experienced an incident that may affect the security of your personal information. On March 31, 2022, an IT professional discovered malicious code within a company software that maintained personal information. Following that discovery, the Company hired a forensic analysis expert to investigate the event and uncover any potential impact on customer information. On April 27, 2022, the forensic analysis revealed that the attackers had exfiltrated a file from the software that contained personal information. Beginning on May 17, 2022, the Company took steps to send preliminary notices via email and telephone call.

What Information Was Involved: We have conducted a thorough investigation to determine what personal information might have been impacted. Impacted personal information for affected individuals includes the following:

- Full Name
- Address
- Social Security Number
- Date of Birth
- Bank Account Numbers
- Dependent Name
- Dependent Address
- Dependent Social Security Number
- Dependent Date of Birth

What We Are Doing: We regret that this incident occurred and take the security of our information very seriously. As a result of this incident, we have engaged a computer forensics expert to determine the cause of the unauthorized access to the Company's IT systems, the extent of the intrusion, and took steps to bolster the security of Pollard's online security, such as implementing a cloud-delivered endpoint protection platform, network firewalls, disk encryption, and policies for computer updates and password rotation. We have been in contact with local law enforcement, the FBI, the IRS and the California Franchise Tax Board.

We are very aware of the concern an incident such as this can create. Accordingly, we are offering you monitoring service for two years from the date of this letter. It also would be prudent to notify your bank and monitor your account activity in the event that anyone tries to access your accounts fraudulently.

In order to activate the credit monitoring service, please navigate to the following link:
www.experianidworks.com/credit



The engagement number for this service is B053544. Enrollment ends on August 31, 2022.

Your activation code is: B537TKH7XQ

If you have any questions, or would prefer to enroll over the phone, you may contact Experian at 1-833-675-1924. Please be prepared to provide engagement number B053544.

What You Can Do: Please remain vigilant by reviewing your account statements and monitoring credit report information. You can also obtain information about fraud alerts and security freezes from the FTC and the credit reporting agencies listed below:

- Federal Trade Commission, <https://www.ftc.gov>, 600 Pennsylvania Avenue, NW, Washington, DC 20580 1-877-FTC-HELP
- Nationwide Consumer Reporting Companies:
 - Equifax, <https://www.equifax.com>, Equifax Credit Information Services, LLC, P.O. Box 740241, Atlanta, GA 30374, 1-800-525-6285
 - Experian <https://www.experian.com>, Experian National Consumer Assistance Center, P.O. Box 4500, Allen, TX 75013, 1-888-397-3742
 - TransUnion <https://www.transunion.com>, TransUnion Consumer Relations, P.O. Box 2000, Chester, PA 19016-2000, 1-800-680-7289

To the extent you desire to freeze your credit report, you must separately place a credit freeze on your credit file at each of the three credit reporting agencies. There is no charge associated with placing a credit freeze. The following information should be included when requesting a credit freeze:

- 1) Full name, with middle initial and any suffixes;
- 2) Social Security number;
- 3) Date of birth (month, day, and year);
- 4) Current address and previous addresses for the past five (5) years;
- 5) Proof of current address, such as a current utility bill or telephone bill;
- 6) Other personal information as required by the applicable credit reporting agency.

For More Information: We regret any inconvenience or concern that this incident has caused you. Please contact us if you have questions or require additional information about the incident.

Phone: 1-833-675-1924
Fax: 1-209-832-4609
Email: Office@billpollardcpa.com

Sincerely,

Bill Pollard, CPA