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Secure Processing Center
P.O. Box 3826
Suwanee, GA 30024

Postal Endorsement Line

<<Full Name>>

<<Address 1>>

<<Address 2>>

<<Address 3>>

<<City>>, <<State>> <<Zip>>

<<Country>>

***Postal IMB Barcode

<<Date>>

IMPORTANT INFORMATION PLEASE REVIEW CAREFULLY

Re: Notice of Data Breach

Dear <<Full Name>>:

This is a notification regarding a recent security incident that occurred at Allocation Services, Inc. dba IMPAXX (“IMPAXX”). IMPAXX is a third-party service provider that provides services to insurance carriers and other organizations in connection with workers’ compensation and liability claims. This letter contains an explanation of the incident, the services we are making available to you, and the measures we continue to take to protect your personal information. The privacy and security of the data we maintain is of the utmost importance to us.

What Happened?

In April 2024, we became aware that a former employee had potentially retained a copy of certain data after their employment with IMPAXX concluded. On or about May 30, 2024, we confirmed that this former employee had retained certain personal information processed by IMPAXX, including information associated with you. There is no evidence that the former employee shared this data with any other parties, and he confirmed that he has returned or deleted all of the data he possessed. To date, we are not aware of any reports of identity theft or fraud as a direct result of this incident.

What We Are Doing

Upon learning of a possible data breach, we promptly commenced a thorough investigation. We want to make you aware of the situation, the types of data that may have been affected, and steps you can take to protect yourself.

What Information Was Involved

As a result of our investigation, we determined that this individual accessed or acquired some data that should have been returned after employment was terminated. The files contained your <<Data Elements>>. IMPAXX received this data in order to conduct services in relation to a workers’ compensation or liability injury claim you filed.

What You Can Do

To protect you from potential misuse of your information, we are offering complimentary credit monitoring and identity theft protection. To take advantage of this offer:

1. **Visit the Identity Defense website to enroll:** app.identitydefense.com/enrollment/activate/bab
2. **Enter your unique Activation Code:** <<Unique Activation Code>>
Enter your Activation Code and click 'Redeem Code'.
3. **Create Your Account**
Enter your email address, create your password, and click 'Create Account'.
4. **Register**
Enter your legal name, home address, phone number, date of birth, Social Security Number, and click 'Complete Account'.
5. **Complete Activation**
Click 'Continue to Dashboard' to finish enrolling.
Ensure you enroll by <<Activation Deadline>> (your code will not work after this date).

For More Information

If you have any further questions regarding this incident, please call our dedicated and confidential toll-free response line that we have set up to respond to questions at 833-215-3615. This response line is staffed with professionals familiar with this incident and knowledgeable on what you can do to protect against misuse of your information. The response line is available Monday through Friday, 9:00 am to 9:00 pm Eastern.

We are committed to maintaining the privacy of personal information in our control and continue to take precautions to safeguard it. We apologize for any inconvenience this event has caused you.

Sincerely,
IMPAXX

– OTHER IMPORTANT INFORMATION –

1. Enrolling in Complimentary 12-Month Credit Monitoring.

To enroll in Identity Defense, visit app.identitydefense.com/enrollment/activate/bab

1. **Enter your unique Activation Code:** <<Unique Activation Code>>
Enter your Activation Code and click ‘Redeem Code’.
2. **Create Your Account**
Enter your email address, create your password, and click ‘Create Account’.
3. **Register**
Enter your legal name, home address, phone number, date of birth, Social Security Number, and click ‘Complete Account’.
4. **Complete Activation**
Click ‘Continue to Dashboard’ to finish enrolling.
Ensure you enroll by <<Activation Deadline>> (your code will not work after this date).

If you have questions about the product, need assistance with identity protection, or would like an alternative to enrolling in CyEx Identity Defense Total online, please contact CyEx’s customer care team at **866.622.9303** by <<Activation Deadline>>.

2. Placing a Fraud Alert on Your Credit File.

Whether or not you choose to use the complimentary 12-month credit monitoring services, we recommend that you place an initial one-year “Fraud Alert” on your credit files, at no charge. A fraud alert tells creditors to contact you personally before they open any new accounts. To place a fraud alert, call any one of the three major credit bureaus at the numbers listed below. As soon as one credit bureau confirms your fraud alert, they will notify the others.

Equifax

P.O. Box 105069
Atlanta, GA 30348-5069
<https://www.equifax.com/personal/credit-report-services/credit-fraud-alerts/>
(800) 525-6285

Experian

P.O. Box 9554
Allen, TX 75013
<https://www.experian.com/fraud/center.html>
(888) 397-3742

TransUnion

Fraud Victim Assistance Department
P.O. Box 2000
Chester, PA 19016-2000
<https://www.transunion.com/fraud-alerts>
(800) 680-7289

3. Consider Placing a Security Freeze on Your Credit File.

If you are very concerned about becoming a victim of fraud or identity theft, you may request a “Security Freeze” be placed on your credit file, at no charge. A security freeze prohibits, with certain specific exceptions, the consumer reporting agencies from releasing your credit report or any information from it without your express authorization. You may place a security freeze on your credit report by contacting all three nationwide credit reporting companies at the numbers below and following the stated directions or by sending a request in writing, by mail, to all three credit reporting companies:

Equifax Security Freeze

P.O. Box 105788
Atlanta, GA 30348-5788
<https://www.equifax.com/personal/credit-report-services/credit-freeze/>
(888) 298-0045

Experian Security Freeze

P.O. Box 9554
Allen, TX 75013
<http://experian.com/freeze>
(888) 397-3742

TransUnion Security Freeze

P.O. Box 160
Woodlyn, PA 19094
<https://www.transunion.com/credit-freeze>
(888) 909-8872

In order to place the security freeze, you'll need to supply your name, address, date of birth, Social Security number and other personal information. After receiving your freeze request, each credit reporting company will send you a confirmation letter containing a unique PIN (personal identification number) or password. Keep the PIN or password in a safe place. You will need it if you choose to lift the freeze.

If your personal information has been used to file a false tax return, to open an account or to attempt to open an account in your name or to commit fraud or other crimes against you, you may file a police report in the city in which you currently reside.

If you do place a security freeze *prior* to enrolling in the credit monitoring service as described above, you will need to remove the freeze in order to sign up for the credit monitoring service. After you sign up for the credit monitoring service, you may refreeze your credit file.

As noted above, you may obtain a security freeze on your credit report to protect your privacy and ensure that credit is not granted in your name without your knowledge. You have a right to place a "security freeze" on your credit report pursuant to chapter 48 of title 6 of the Identity Theft Prevention Act of 2006.

The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. When you place a security freeze on your credit report, within five (5) business days you will be provided a personal identification number or password to use if you choose to remove the freeze on your credit report or to temporarily authorize the release of your credit report for a specific period of time after the freeze is in place. To provide that authorization, you must contact the consumer reporting agency and provide all of the following:

1. The unique personal identification number or password provided by the consumer reporting agency.
2. Proper identification to verify your identity.
3. The proper information regarding the period of time for which the report shall be available to users of the credit report.

A consumer reporting agency that receives a request from a consumer to temporarily lift a freeze on a credit report shall comply with the request no later than three (3) business days after receiving the request.

A security freeze does not apply to circumstances where you have an existing account relationship and a copy of your report is requested by your existing creditor or its agents or affiliates for certain types of account review, collection, fraud control, or similar activities.

If you are actively seeking a new credit, loan, utility, telephone, or insurance account, you should understand that the procedures involved in lifting a security freeze may slow your own applications for credit. You should plan ahead and lift a freeze, either completely if you are shopping around or specifically for a certain creditor, with enough advance notice before you apply for new credit for the lifting to take effect. You should contact a consumer reporting agency and request it to lift the freeze at least three business days before applying. As of September 1, 2008, if you contact a consumer reporting agency by a secure electronic method or by telephone, the consumer reporting agency should lift the freeze within fifteen minutes. You have a right to bring a civil action against a consumer reporting agency that violates your rights under the Fair Credit Reporting Act.

You have a right to bring a civil action against someone who violates your rights under the credit reporting laws. The action can be brought against a consumer reporting agency or a user of your credit report.

To place a security freeze on your credit report, you must send a request to each of the three major consumer reporting agencies: Equifax, Experian, and TransUnion. These agencies can be contacted using the contact information provided above.

In order to request a security freeze, you may need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. Complete address;
5. Prior addresses;
6. Proof(s) of identification (state driver's license or ID card, military identification, birth certificate, etc.);
7. If you are a victim of identity theft, a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

4. Obtaining a Free Credit Report.

Under federal law, you are entitled to one free credit report every 12 months from each of the above three major nationwide credit reporting companies. Call **1-877-322-8228** or request your free credit reports online at **www.annualcreditreport.com**. Once you receive your credit reports, review them for discrepancies. Identify any accounts you did not open or inquiries from creditors that you did not authorize. Verify all information is correct. If you have questions or notice incorrect information, contact the credit reporting company.

5. Additional Helpful Resources.

Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTC) recommends that you check your credit reports periodically. Checking your credit report periodically can help you spot problems and address them quickly.

If you find suspicious activity on your credit reports or have reason to believe your information is being misused, call your local law enforcement agency and file a police report. Be sure to obtain a copy of the police report, as many creditors will want the information it contains to absolve you of the fraudulent debts. You may also file a complaint with the FTC by contacting them on the web at www.ftc.gov/idtheft, by phone at 1-877-IDTHEFT (1-877-438-4338), or by mail at Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580. Your complaint will be added to the FTC's Identity Theft Data Clearinghouse, where it will be accessible to law enforcement for their investigations. In addition, you may obtain information from the FTC about fraud alerts and security freezes.

If this notice letter states that your financial account information and/or credit or debit card information was impacted, we recommend that you contact your financial institution to inquire about steps to take to protect your account, including whether you should close your account or obtain a new account number.

New York Residents: You may obtain information about preventing identity theft from the New York Attorney General's Office: Office of the Attorney General, The Capitol, Albany, NY 12224-0341; <https://ag.ny.gov/consumer-frauds-bureau/identity-theft>; Telephone: 800-771-7755.

Texas Residents: You may contact and obtain information from your state attorney general at: Office of the Texas Attorney General, www.texasattorneygeneral.gov/consumer-protection/identity-theft, or contact the Constituent Affairs line at 800-621-0508 (toll-free).

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