

April 11, 2014

Re: April 6, 2014 Break-In

Dear

We are sorry to report that our firm was burglarized on Sunday, April 6, 2014. We believe at least two persons were involved, and they gained access into our office by breaking the back window with a rock and climbing through the window into the premises.

The individual or individuals involved targeted some of our hardware, along with small amounts of cash that had been left in the office, blank checks, and other materials. The full extent of the theft is not yet known. However, the thieves stole our network server, some computer monitors, and a computer modem.

Immediately upon discovering the theft, we reported it to the local police. Presently, we do not know who perpetrated the theft.

We are sending this letter because our network server contains unencrypted information, which would include the name, address, and social security number of individual clients and their dependents. Also, for clients who received direct deposits of their tax refunds, it would include the name of the bank, routing number, and bank account number. However, the information on the server is password protected. Accordingly, for any unauthorized person to gain access to any of the information contained on our server, they would first have to know and enter a confidential password for the computer system.

Our firm believes the equipment, which was stolen, was probably taken for the value of the hardware, rather than the information contained on it. Additionally, as set forth above, the information is password protected, and it is unlikely that unauthorized persons would be unable to break through the password security system in order to access confidential data.

If you are concerned about identity theft, below are suggestions, as well as resources, to monitor your credit and ensure that there has been no unauthorized activity on your accounts¹:

PLACE A FRAUD ALERT

• Three national credit reporting companies keep records of your credit history. Call one of the companies and ask for an initial fraud alert on your credit report. A fraud alert is free. You must provide proof of your identity. The company you contact must tell the other companies about your alert. An initial fraud alert can make it harder for an identity thief to open accounts in your name. When you have an alert on your report, a business must verify

¹ For those of you who identify dependents on your tax returns, the suggestions apply not only to you, but your dependents.

your identity before it issues credit, so it may try to contact you. The initial alert stays on your report for at least 90 days. You can renew it after 90 days. It allows you one free copy of your credit report from each of the three credit reporting companies. Be sure the credit reporting companies have your current contact information, so they can get in touch with you. The quickest way to do this is to access the following link
<https://fraud.transunion.com/fa/fraudAlert/>

You can also call the following numbers: Equifax (800) 525-6285; Experian (888) 397-3742 or Trans Union (800) 680-7289. These numbers are also listed on the Federal Trade Commission's webpage, where you can learn and read more on identity theft. Please visit the following website: www.consumer.gov/idtheft.

NO COST CREDIT MONITORING

- www.annualcreditreport.com is the official site, authorized by the United States Government, for you to get free credit reports. This site allows you to order your credit reports from the three credit reporting companies: one free report, per company, per year. The suggested strategy is to stagger accessing these reports, contacting one different provider, every four months, so you will always have a good idea of what is on your report at no charge.

- Credit Karma (www.creditkarma.com) is a free service that gives consumers access to their credit report and offers assistance with credit debt management by acting as an intermediary between consumers and advertisers. Credit Karma links consumers to potential products and services that can help you monitor and improve your credit, but Credit Karma does not release the consumer's information, unless consent is given. One of the free services is the ability to review your Trans Union ("TU") report, which shows summaries of only key aspects of your TU report, like overall balances, utilization, inquiry account, percentage of on-time payments, and more. Credit Karma also provides daily monitoring for your TU. You can refresh your TU info daily. There is an iPhone app available.

- Credit Sesame (<http://www.creditsesame.com>) This is a website that offers consumers monthly access to their credit report, as well as personalized recommendations to improve their score and overall debt management. It will show individual accounts, along with overviews on installments, revolving debt, etc.

- Many credit card companies offer free credit reports to their customers with their monthly statements. Please check your credit card monthly statements to see if credit reports are available.

- Similarly, banks offer identity theft protection that also provide credit reports at free or at a low monthly rate. You can also contact your bank to request more information or discuss the protection of your accounts.

We would be glad to answer any questions you have. The best person to answer such questions is Brent Green. You can reach Brent at (831) 674-5562.

We regret any resulting inconvenience to you, and extend a sincere apology.

GREEN'S ACCOUNTING

Brent Green

Brent T. Green, CPA