

EXHIBIT A

PAYtime

Right On The Money

Processing Center • P.O. Box 3825 • Suwanee, GA 30024

May 21, 2014



John Q Sample
123 Main Street
Anytown, US 12345-6789

RE: Notice of Data Security Incident

Dear John Q Sample,

Paytime, Inc. provides payroll services for your current or former employer(s), Company Name. We are writing to notify you of a data security incident that may affect the security of your personal information, and to make you aware of resources available to support you.

On April 30, 2014, we learned that unauthorized individuals accessed usernames and passwords associated with our system. We immediately launched our own investigation, and retained outside forensic experts to determine whether employee information may have been accessed by the intruders. We are also working with law enforcement to identify the intruders. Although our investigation is ongoing, our forensic experts have determined that your name, Social Security Number, direct deposit bank account information (if provided), date of birth, hire date, wage information, home and cell phone numbers, other payroll related information and home address was accessed by the intruders. We, therefore, wanted to provide you with certain resources that you can use to protect yourself should you feel it is appropriate to do so.

We have arranged to have AllClear ID protect your identity for 12 months at no cost to you. The following identity protection services start on the date of this notice and you can use them at any time during the next 12 months.

AllClear SECURE: The team at AllClear ID is ready and standing by if you need help protecting your identity. You are automatically eligible to use this service - there is no action required on your part. If a problem arises, simply call (855) 398-6436 and a dedicated investigator will do the work to recover financial losses, restore your credit and make sure your identity is returned to its proper condition. AllClear maintains an A+ rating at the Better Business Bureau.

AllClear PRO: This service offers additional layers of protection including credit monitoring and a \$1 million identity theft insurance policy. To use the PRO service, you will need to provide your personal information to AllClear ID. You may sign up online at enroll.allclearid.com or by phone by calling (855) 398-6436 using the following redemption code: 9999999999.



Please note: Additional steps may be required by you in order to set up your security factors and activate your secure phone alerts.

You may also take action directly to further protect against possible identity theft or other financial loss. We encourage you, to review your account statements regularly, and to monitor your credit reports for suspicious activity. Under U.S. law, you are entitled to one free credit report annually from each of the three major credit bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

At no charge, you can also have these credit bureaus place a "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below. Information regarding security freezes is also available from these agencies.

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The security of our clients' and their employees' personal information is our highest priority. We have implemented new security measures and will continue our efforts to ensure that the personal information in our care remains secure. We are sorry for any inconvenience this incident may cause you and your employer. Should you have any questions about the content of this letter, enrollment in AllClear's services or ways you can protect yourself from the possibility of identity theft, please call our confidential hotline between 9 a.m. and 9 p.m. EST at

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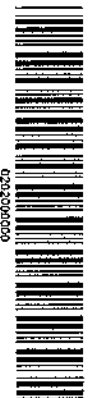
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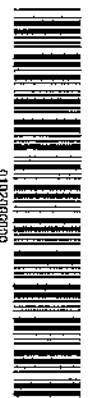
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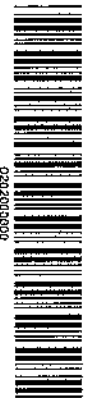
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Under Massachusetts law, you have the right to obtain any police report filed in regard to this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

To further protect against possible identity theft or other financial loss, we encourage you to remain vigilant, to review your account statements, and to monitor your credit reports. Specific steps you can take to protect against the possibility of identity theft include closely monitoring your financial statements for any unusual activity and monitoring your credit reports. Under U.S. law, you are entitled to one free credit report annually from each of the three major credit bureaus. To order your free credit report, visit www.annualcreditreport.com, or call, toll-free, (877) 322-8228.

Under Massachusetts law, consumers may place a security freeze on their credit reports. A security freeze prohibits a credit reporting agency from releasing any information from a consumer's credit report without the consumer's written authorization. However, please be advised that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing, or other services.

If you have been a victim of identity theft, and you provide the credit reporting agency with a valid police report, it cannot charge you to place, lift or remove a security freeze. In all other cases, a credit reporting agency may charge you up to \$5.00 each to place, temporarily lift, or permanently remove a security freeze.

To place a security freeze on your credit report, you must send a written request to each of the three major consumer reporting agencies: Equifax (www.equifax.com), Experian (www.experian.com), and TransUnion (www.transunion.com) by regular, certified or overnight mail to the addresses below:

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Experian
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TransUnion
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In order to request a security freeze, you will 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. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver's license or ID card, military identification, etc.);

7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft;
8. If you are not a victim of identity theft, include payment by check, money order, or credit card (Visa, MasterCard, American Express or Discover only). Do not send cash through the mail.

The credit reporting agencies have three (3) business days after receiving your request to place a security freeze on your credit file report. The credit bureaus must also send written confirmation to you within five (5) business days and provide you with a unique personal identification number (PIN) or password, or both, that can be used by you to authorize the removal or lifting of the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must call or send a written request to the credit reporting agencies by mail and include proper identification (name, address, and Social Security number) and the PIN number or password provided to you when you placed the security freeze, as well as the identities of those entities or individuals you would like to receive your credit report or the specific period of time you want the credit report available. The credit reporting agencies have three (3) business days after receiving your request to remove the security freeze.

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EXHIBIT B

Janisheck, Michelle

From: paytimepayroll <paytime.payroll@allclearid.com>
Sent: Monday, May 12, 2014 11:06 AM
To: Jessica Smith
Subject: Acme, Inc. ABC123DEF567 - Notice of Data Event
Attachments: Paytime - Exhibit A Notice to Employees.pdf; Exhibit B - Sample Interim Notice to Employees.pdf

Dear Jessica Smith,

Paytime, Inc. is writing to notify you of a data security incident that may affect the security of your employees' personal information and certain corporate information. Please share this letter with appropriate administrative officials within your organization and with counsel as you deem appropriate.

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We apologize for any concern this incident may cause you or your employees. Our team continues working 24 hours a day to respond to this incident. We believe your employees need to be notified of this incident. We therefore request your permission to notify all of your affected employees with a letter similar to the attached letter marked Exhibit A. We are offering all of your affected employees one free year of credit monitoring and identity restoration services through AllClear ID, a leading provider of identity protection services. They will also be provided with access to a call center to answer questions about this incident and about identity protection, and they will have access to identity restoration specialists should they find suspicious activity related to the use of their identities.

As we continue to notify our clients and prepare for notification to employees, we ask that you please call our confidential hotline at 855-731-6020 to confirm that we may notify your employees. We currently plan to mail letters to employees beginning May 21, 2014. Please call the above listed hotline as soon as possible in order to finalize preparations and send notices on that date.

Regarding your corporate account information that may have been accessed, we urge you to contact your bank and discuss this letter with them. They will be able to assist you in determining any appropriate next steps to protect the account.

Paytime, Inc. is aware that there are duties to notify certain state attorneys general and other agencies. We will be notifying necessary state entities in accordance with each involved state's notification law.

Although we are prepared to notify your employees in the most expedient manner possible, it will take a few days once you provide your authorization before they receive the notices in the mail. If you would like to notify your employees of this incident in the interim and tell them to expect a letter in the mail providing them access to free credit monitoring and other support services, attached is a sample pre-notice marked as Exhibit B.

The security of our clients' and their employees' personal information is our highest priority. We have analyzed our systems and processes and implemented additional measures to secure your and your employees' information. We are sorry for any inconvenience this incident may cause you. Should you have any questions about the content of this letter or to allow us to notify your employees, please call our confidential hotline at 855-731-6020. We deeply appreciate the understanding and support of our clients as we work to resolve this.

Sincerely,

Paytime, Inc.

Exhibit A - Notice to Current Client Employees

RE: Notice of Data Security Incident

First Name Last Name
Address
City, State Zip

Dear First Name Last Name,

Paytime, Inc. provides payroll services for your employer, [Client]. We are writing to notify you of a data security incident that may affect the security of your personal information, and to make you aware of resources available to support you.

On April 30, 2014, we learned that unauthorized individuals accessed usernames and passwords associated with our system. We immediately launched our own investigation, and retained outside forensic experts to determine whether employee information may have been accessed by the intruders. We are also working with law enforcement to identify the intruders. Although our investigation is ongoing, our forensic experts have determined that your name, Social Security Number, direct deposit bank account information (if provided), date of birth, hire date, wage information, home and cell phone numbers, other payroll related information and home address was accessed by the intruders. We, therefore, wanted to provide you with certain resources that you can use to protect yourself should you feel it is appropriate to do so.

We have arranged to have AllClear ID protect your identity for 12 months at no cost to you. The following identity protection services start on the date of this notice and you can use them at any time during the next 12 months.

AllClear SECURE: The team at AllClear ID is ready and standing by if you need help protecting your identity. You are automatically eligible to use this service – there is no action required on your part. If a problem arises, simply call «DID_Phone» and a dedicated investigator will do the work to recover financial losses, restore your credit and make sure your identity is returned to its proper condition. AllClear maintains an A+ rating at the Better Business Bureau.

AllClear PRO: This service offers additional layers of protection including credit monitoring and a \$1 million identity theft insurance policy. To use the PRO service, you will need to provide your personal information to AllClear ID. You may sign up online at enroll.allclearid.com or by phone by calling «DID_Phone» using the following redemption code: {RedemptionCode}.

Please note: Additional steps may be required by you in order to set up your security factors and activate your secure phone alerts. Mailed registrations may take up to ten (10) business days before the registration is received and you are able to log in to your account.

You may also take action directly to further protect against possible identity theft or other financial loss. We encourage you, to review your account statements regularly, and to monitor your credit reports for suspicious activity. Under U.S. law, you are entitled to one free credit report annually from each of the three major credit bureaus. To order your free credit report, visit

Exhibit A - Notice to Current Client Employees

www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

At no charge, you can also have these credit bureaus place a "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below. Information regarding security freezes is also available from these agencies.

Equifax
P.O. Box 105069
Atlanta, GA 30348
800-525-6285
www.equifax.com

Experian
P.O. Box 2002
Allen, TX 75013
888-397-3742
www.experian.com

TransUnion
P.O. Box 2000
Chester, PA 19022-2000
800-680-7289
www.transunion.com

You can further educate yourself regarding identity theft, fraud alerts, and the steps you can take to protect yourself, by contacting the Federal Trade Commission. **For North Carolina residents**, the Attorney General can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001, 1-919-716-6400, www.ncdoj.gov. **For Maryland residents**, the Attorney General can be contacted at 200 St. Paul Place, 16th Floor, Baltimore, MD 21202, (888) 743-0023, www.oag.state.md.us. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, www.ftc.gov/bcp/edu/microsites/idtheft/, 1-877-ID-THEFT (877-438-4338); TTY: 866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. Instances of known or suspected identity theft should also be reported to law enforcement.

The security of our clients' and their employees' personal information is our highest priority. We have implemented new security measures and will continue our efforts to ensure that the personal information in our care remains secure. We are sorry for any inconvenience this incident may cause you and your employer. Should you have any questions about the content of this letter, enrollment in AllClear's services or ways you can protect yourself from the possibility of identity theft, please call our confidential hotline at XXX-XXX-XXXX. We deeply appreciate the understanding and support of all those who we serve as we work to resolve this.

Exhibit B -- Sample Interim Notice to Employees

RE: Notice of Data Security Incident at Our Payroll Provider, Paytime, Inc.

We have been informed of a data security incident at our payroll provider, Paytime, Inc., that may affect the security of your personal information.

Paytime informed us that on April 30, 2014, they learned that unauthorized individuals accessed usernames and passwords associated with their system. They launched an investigation, and retained outside forensic experts to determine whether employee information may have been accessed by the intruders. The forensic experts have determined that your name, Social Security Number, direct deposit bank account information (if provided), date of birth, hire date, wage information, home and cell phone numbers, other payroll related information and home address was accessed by the intruders. We wanted you to know so that you could take steps to protect your identity should you feel it is appropriate to do so.

Paytime also will be providing you with notice of this incident in the mail which you should be receiving in the next two weeks. They are making arrangements with AllClear ID to protect your identity and provide you with access to free credit monitoring for 12 months. If you do not receive that letter within the next two weeks, please contact us.

In the meantime, we urge you to monitor your financial accounts and credit reports for fraudulent activity. You are entitled to one free credit report annually from each of the three major credit bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

We are sorry for any inconvenience this incident may cause you, and will continue to work with Paytime to address this matter and protect your information. Please look for the notice from Paytime with more information regarding this incident and steps you can take to protect your identity.