

Name  
Address  
City, state zip

The Paper Works - Cheryl Bennett  
5831 Wildwood Ln.  
Paradise, CA 95969  
530 872-7057

May 6, 2016

Name  
Address  
Address  
Address

Dear name:

**Please read this letter in its entirety.**

We were the victim of an office break in on March 30, 2016. Among the items stolen were a laptop and a computer tower containing sensitive customer information. This information includes name, address and social security number information for you, as well as any spouse and dependents that may be listed on your tax filing.

**While we have no evidence that any of your personal information was compromised or misused in any manner, we are taking appropriate precautionary measures to ensure your financial security and help alleviate concerns you may have.**

**What is The Paper Works doing to address this situation?**

Law enforcement was notified of the break in, however the stolen items have not been found yet. We are committed to helping those people who may have been impacted by this unfortunate situation. That's why The Paper Works is providing you with access to **Triple Bureau Credit Monitoring**\* services at no charge. These services provide you with alerts for twelve months from the date of enrollment when changes occur to any of one of your Experian, Equifax or TransUnion credit files. This notification is sent to you the same day that the change or update takes place with the bureau. These services will be provided by **IDT911**, a company that specializes in identity theft education and resolution.

**How do I enroll for the free services?**

**An enrollment code is being provided for each impacted adult to utilize.** To enroll in **Credit Monitoring**\* services at no charge, please log on to **[https://www.myidmanager.com/promo\\_code.html](https://www.myidmanager.com/promo_code.html)** and follow the instructions provided. **When prompted please provide the following unique code to receive services:**

<CODE>

<code>

Code            adult dep

Code            adult dep

Code            adult dep

\* Services marked with an "\*" require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection and in order to confirm your identity.

To take advantage of the **IDT911** services, or to obtain additional information about these services, **please call the IDT911 help line 1-800-405-6108** and supply the fraud specialist with your unique code.

**What can I do on my own to address this situation?**

If you choose not to use these services, **we are strongly urging all clients to do the following:**

**If you choose to place a fraud alert on your own, you will need to contact one of the three major credit agencies directly at:**

- **Experian (1-888-397-3742)**
- **Equifax (1-800-525-6285)**
- **Transunion (1-800-680-7289)**

**Also, should you wish to obtain a credit report and monitor it on your own:**

- **IMMEDIATELY** obtain free copies of your credit report and monitor them upon receipt for any suspicious activity. You can obtain your free copies by going to the following website: [www.annualcreditreport.com](http://www.annualcreditreport.com) or by calling them toll-free at 1-877-322-8228. (Hearing impaired consumers can access their TDD service at 1-877-730-4204.
- **Upon receipt of your credit report**, we recommend that you review it carefully for any suspicious activity.
- Be sure to promptly report any suspicious activity to The Paper Works or IDT911

You can also obtain more information about identity theft and ways to protect yourself from the Federal Trade Commission (FTC). The FTC has an identity theft hotline: 877-438-4338; TTY: 1-866-653-4261. They also provide information on-line at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft).

If you listed minor children on your tax filing, there are additional steps and precautions that can be taken to help manually monitor and protect their information. The Paper Works is making available services that will provide you with special assistance to deal with the exposure of this information, as credit monitoring tools are not available for minor children due to the fact that they should not have a credit file before age 18. This includes assistance with placing a Protected Consumer Credit Freeze to provide proactive protection. These services will also be provided by **IDT911**.

**A code is being provided to utilize for each impacted minor.** To take advantage of the **IDT911** services, or to obtain additional information about these services, **please call the IDT911 help line 1-800-405-6108** and supply the fraud specialist with your unique code.

|        |                   |
|--------|-------------------|
| <code> | <minor dependent> |
| <code> | <minor dependent> |
| Code   | dep3              |
| Code   | dep4              |

If you choose not to use these services, **we strongly urging you to contact the credit bureaus and ensure that no credit file exists in the name of your minor child.**

\* Services marked with an “\*” require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection and in order to confirm your identity.

If you choose to check the existence of a credit file for your minor children on your own, you will need to contact each of the three major credit agencies at the phone numbers listed above.

**What if I want to speak with The Paper Works regarding this incident?**

While IDT911 should be able to provide thorough assistance and answer most of your questions, you may still feel the need to speak with The Paper Works regarding this incident. If so, please call me at **530-872-7057**.

At The Paper Works we take our responsibilities to protect your personal information very seriously. We are deeply disturbed by this situation and apologize for any inconvenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Cheryl Bennett". The signature is fluid and cursive, with a large initial "C" and a stylized "B".

Cheryl Bennett  
The Paper Works