

Stallcup & Associates CPAs

PO Box 6336
Portland, OR 97228-6336

<<Mail ID>>
<<Name1>>
<<Address>>
<<City>><<State>><<Zip>>

<<Date>>

NOTICE OF DATA BREACH

Dear <<Name 1>>:

In follow-up to an office email to you on January 10, 2017, I am writing to provide you with further information about an email data incident involving an employee's email address that occurred on January 10, 2017.

What Happened?

On January 10, 2017, we became aware that some clients had received an email from our office that we did not send. Upon discovery of this fraudulent activity, we sent an email alerting you not to open the email. We also immediately contacted our local IT consultant, re-secured the email account michelle@stallcupcpas.com, and promptly hired forensic IT specialists to determine exactly what happened and what information and systems were affected. The forensic investigation is now completed and the unauthorized access has been determined to be limited to the one email account.

While there is no evidence of data viewing or exfiltration of information, the fraudulent person(s) did obtain the employee's email credentials and therefore had access to her email account.

What Information Was Involved?

I am notifying you of this incident because you exchanged email correspondences on the following email account michelle@stallcupcpas.com and therefore, that information could have been accessed by the perpetrator(s). Given the nature of our relationship, this information included your name, email address, physical address, social security number, and could include any of the following:

- W-2 and/or 1099-MISC information such as employer/payer name and address, and amount of compensation and annual gross income and tax
- Brokerage account number and amounts received as investment income, including gross proceeds and cost basis information
- Amounts of gross income and tax (Electronic Filing Authorization form)
- Form K-1
- IRA information
- Federal and state tax return
- IRS or state agency notices
- Date of birth

What We Are Doing.

In addition to this notification and my email correspondence to you on January 10, 2017, I hired forensic specialists to determine exactly what happened and to ensure that no further devices or programs were affected. Further, I notified the FBI, and I am reviewing office policies and procedures to ensure all security measures are taken to avoid such an incident from occurring again.

What You Can Do.

Given the nature of the information potentially exposed, I strongly recommend that you change any account numbers that were exchanged via email, including bank and brokerage accounts, and credit card numbers. Further, I strongly recommend that you contact the three credit bureaus and place a fraud alert on your accounts. Their contact information is:

<p>Equifax P.O. Box 740241 Atlanta, GA 30374 1-888-766-0008</p>	<p>Experian P.O. Box 2104 Allen, TX 75013 1-888-397-3742</p>	<p>TransUnion P.O. Box 2000 Chester, PA 19022 1-800-680-7289</p>
--	---	---

If you suspect identity theft, report it to law enforcement, including the Federal Trade Commission at: <https://www.identitytheft.gov/> You are also entitled to a free credit report every year from each of these agencies at: www.annualcreditreport.com

Next Step of Identity Protection.

As an added precaution, I have also arranged to provide you with one year of complimentary credit monitoring. Please see the enclosed sheet for sign-up information.

For More Information.

Protecting your information is incredibly important to me, as is addressing this incident with the information and assistance you may need. If you have any questions or concerns, please call at 844-873-9050, or write me at 2595 Mission Street, Suite 300, San Francisco, CA 94110.

Very truly yours,



Jason Stallcup, CPA



Activation Code: <<INSERT Credit Monitoring Code>>

<p><u>About the Equifax Credit Watch™ Gold identity theft protection product</u></p> <p>Equifax Credit Watch will provide you with an “early warning system” to changes to your credit file. Note: You must be over age 18 with a credit file in order to take advantage of the product.</p>	<p>Equifax Credit Watch provides you with the following key features and benefits:</p> <ul style="list-style-type: none">○ Comprehensive credit file monitoring and automated alerts of key changes to your Equifax credit report○ Wireless alerts and customizable alerts available (available online only)○ Access to your Equifax Credit Report™○ Up to \$25,000 in identity theft insurance with \$0 deductible, at no additional cost to you †○ Live agent Customer Service 7 days a week from 8 a.m. to 3 a.m. to assist you in understanding the content of your Equifax credit information, to provide personalized identity theft victim assistance, and help initiate an investigation of inaccurate information.○ 90 day Fraud Alert placement with automatic renewal functionality* (available online only)
--	---

How to Enroll: You can sign up online or over the phone

<p>To sign up online for online delivery go to www.myservices.equifax.com/gold</p> <ol style="list-style-type: none">1. <u>Welcome Page</u>: Enter the Activation Code provided at the top of this page in the “Activation Code” box and click the “Submit” button.2. <u>Register</u>: Complete the form with your contact information (name, gender, home address, date of birth, Social Security Number and telephone number) and click the “Continue” button.3. <u>Create Account</u>: Complete the form with your email address, create a User Name and Password, check the box to accept the Terms of Use and click the “Continue” button.4. <u>Verify ID</u>: The system will then ask you up to four security questions to verify your identity. Please answer the questions and click the “Submit Order” button.5. <u>Order Confirmation</u>: This page shows you your completed enrollment. Please click the “View My Product” button to access the product features.	<p>To sign up for US Mail delivery, dial 1-866-937-8432 for access to the Equifax Credit Watch automated enrollment process. Note that all credit reports and alerts will be sent to you via US Mail only.</p> <ol style="list-style-type: none">1. <u>Activation Code</u>: You will be asked to enter your enrollment code as provided at the top of this letter.2. <u>Customer Information</u>: You will be asked to enter your home telephone number, home address, name, date of birth and Social Security Number.3. <u>Permissible Purpose</u>: You will be asked to provide Equifax with your permission to access your credit file and to monitor your file. Without your agreement, Equifax cannot process your enrollment.4. <u>Order Confirmation</u>: Equifax will provide a confirmation number with an explanation that you will receive your Fulfillment Kit via the US Mail (when Equifax is able to verify your identity) or a Customer Care letter with further instructions (if your identity can not be verified using the information provided). Please allow up to 10 business days to receive this information.
--	---

Directions for placing a Fraud Alert

A fraud alert is a consumer statement added to your credit report. This statement alerts creditors of possible fraudulent activity within your report as well as requests that they contact you prior to establishing any accounts in your name. Once the fraud alert is added to your credit report, all creditors should contact you prior to establishing any account in your name. To place a fraud alert on your credit file, visit: https://www.alerts.equifax.com/AutoFraud_Online/jsp/fraudAlert.jsp or you may contact the Equifax auto fraud line at 1-877-478-7625, and follow the simple prompts. Once the fraud alert has been placed with Equifax, a notification will be sent to the other two credit reporting agencies, Experian and Trans Union, on your behalf.

† Identity Theft Insurance underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions. This product is not intended for minors (under 18 years of age)

* The Automatic Fraud Alert feature made available to consumers by Equifax Information Services LLC and fulfilled on its behalf by Equifax Consumer Services LLC