

LYNN N. TALBOTT, JR., CPA

Processing Center • P.O. BOX 141578 • Austin, TX 78714



00001
JOHN Q. SAMPLE
1234 MAIN STREET
ANYTOWN US 12345-6789

May 16, 2016

Dear John Sample,

I am writing to let you know of an unfortunate incident that recently took place, and the measures we are taking to minimize the risk of any negative consequences.

NOTICE OF DATA BREACH	
What Happened?	On April 19, 2016, I detected suspicious activity on a work computer. I immediately took the computer off-line and contacted our IT consultant. The consultant has confirmed unusual activity and changed potentially impacted passwords. Further, on April 21, 2016, after a thorough analysis of the computer, the consultant removed malware found on the impacted computer's hard drive, and confirmed all firewalls and security protections were properly functioning.
What Information Was Involved?	<p>I am notifying you because your information may have been exposed.</p> <p>If you are an individual, this information may have included your name, gender, date of birth, telephone number, address, social security number, all employment (W-2) information, and direct deposit bank account information including account number(s) and routing information (if provided to us).</p> <p>If you are an entity, this information may have included the company name, Federal Employer Identification Number, address, telephone number along with partner, shareholder/officer or beneficiary names, addresses and social security numbers or Federal Employer Identification Numbers.</p>
What We Are Doing.	In addition to the steps outlined above, the FBI, the Internet Crime Complaint Center (IC3), United States Secret Service, El Dorado County Sheriff's Office, and all three consumer reporting agencies have been notified of this incident. Further, I have made internal system management changes, and will be assisting law enforcement in the identification of the cyber intruder. I will also be notifying the California Attorney General's Office.



01-01-1-00

What You Can Do.	<p>Given the breadth of information, I strongly recommend you are vigilant in reviewing account statements and free credit reports. You can call the three major credit agencies and place a 90 day fraud alert on your accounts. Their contact information is:</p> <table><tr><td>Equifax P.O. Box 740241 Atlanta, GA 30374 1-800-685-1111 www.equifax.com</td><td>Experian P.O. Box 2104 Allen, TX 75013 1-888-397-3742 www.experian.com</td><td>TransUnion P.O. Box 2000 Chester, PA 19022 1-800-888-4213 www.transunion.com</td></tr></table> <p>You are also entitled to a free credit report every year from each of these agencies at: www.annualcreditreport.com.</p> <p>Further, I recommend you notify your bank and change your bank account number if this information was provided to us.</p>	Equifax P.O. Box 740241 Atlanta, GA 30374 1-800-685-1111 www.equifax.com	Experian P.O. Box 2104 Allen, TX 75013 1-888-397-3742 www.experian.com	TransUnion P.O. Box 2000 Chester, PA 19022 1-800-888-4213 www.transunion.com
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Other Important Information. <p>As an added precaution, I have also 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 for 12 months from the date of this notice.</p> <p><u>AllClear SECURE:</u> The team at AllClear ID is ready and standing by if you need identity repair assistance. This service is automatically available to you with no enrollment required. If a problem arises, simply call 1-855-285-9875 and a dedicated investigator will help recover financial losses, restore your credit and make sure your identity is returned to its proper condition.</p> <p><u>AllClear PRO:</u> This service offers additional layers of protection including credit monitoring and a \$1 million identity theft insurance policy. For a child under 18 years old, AllClear ID ChildScan identifies acts of credit, criminal, medical or employment fraud against children by searching thousands of public databases for use of your child’s information. To use the PRO service, you will need to provide your personal information to AllClear ID. You may sign up online at https://enroll.allclearid.com or by phone by calling 1-855-285-9875 using the following redemption code: Redemption Code.</p> <p>Please note: Additional steps may be required by you in order to activate your phone alerts and monitoring options.</p>				
For More Information.	Call: (916) 941-9045 or Write: 981 Governor Drive, Suite 103 El Dorado Hills, CA 95762			

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01081
TO THE ESTATE OF JOHN Q. SAMPLE
1234 MAIN STREET
ANYTOWN US 12345-6789

May 16, 2016

To the Estate of John Sample,

I am writing to let you know of an unfortunate incident that recently took place, and the measures we are taking to minimize the risk of any negative consequences.

NOTICE OF DATA BREACH	
What Happened?	On April 19, 2016, I detected suspicious activity on a work computer. I immediately took the computer off-line and contacted our IT consultant. The consultant has confirmed unusual activity and changed potentially impacted passwords. Further, on April 21, 2016, after a thorough analysis of the computer, the consultant removed malware found on the impacted computer's hard drive, and confirmed all firewalls and security protections were properly functioning.
What Information Was Involved?	<p>I am notifying you because your information may have been exposed.</p> <p>If you are an individual, this information may have included your name, gender, date of birth, telephone number, address, social security number, all employment (W-2) information, and direct deposit bank account information including account number(s) and routing information (if provided to us).</p> <p>If you are an entity, this information may have included the company name, Federal Employer Identification Number, address, telephone number along with partner, shareholder/officer or beneficiary names, addresses and social security numbers or Federal Employer Identification Numbers.</p>
What We Are Doing.	In addition to the steps outlined above, the FBI, the Internet Crime Complaint Center (IC3), United States Secret Service, El Dorado County Sheriff's Office, and all three consumer reporting agencies have been notified of this incident. Further, I have made internal system management changes, and will be assisting law enforcement in the identification of the cyber intruder. I will also be notifying the California Attorney General's Office.



01-01-2-00

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01093
TO THE PARENT OR GUARDIAN OF
JOHN Q. SAMPLE
1234 MAIN STREET
ANYTOWN US 12345-6789

May 16, 2016

Dear Parent or Guardian of John Sample,

I am writing to let you know of an unfortunate incident that recently took place, and the measures we are taking to minimize the risk of any negative consequences.

NOTICE OF DATA BREACH	
What Happened?	On April 19, 2016, I detected suspicious activity on a work computer. I immediately took the computer off-line and contacted our IT consultant. The consultant has confirmed unusual activity and changed potentially impacted passwords. Further, on April 21, 2016, after a thorough analysis of the computer, the consultant removed malware found on the impacted computer's hard drive, and confirmed all firewalls and security protections were properly functioning.
What Information Was Involved?	<p>I am notifying you because your information may have been exposed.</p> <p>If you are an individual, this information may have included your name, gender, date of birth, telephone number, address, social security number, all employment (W-2) information, and direct deposit bank account information including account number(s) and routing information (if provided to us).</p> <p>If you are an entity, this information may have included the company name, Federal Employer Identification Number, address, telephone number along with partner, shareholder/officer or beneficiary names, addresses and social security numbers or Federal Employer Identification Numbers.</p>
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01-01-3-00

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