

Taxellent Accounting Services Inc
Return Mail Processing Center
2540 Walden Avenue
Suite 450
Cheektowaga, NY 14225

August 30, 2024

JOHN SAMPLE
123 MYSTREET
MYTOWN, MYSTATE 12345

NOTICE OF DATA BREACH

Dear JOHN SAMPLE,

Taxellent Accounting Services Inc (“Taxellent Accounting”) takes your privacy and the confidentiality of the information entrusted with us very seriously, which is why, as a precautionary measure, we are notifying you about a possible data security incident that involves your personal information.

What Happened? On August 9, 2024, one computer in Taxellent Accounting’s office was stolen. Surveillance videos and evidences for this incident have been collected by law enforcement.

What Information Was Involved? The personal information in the stolen computer included full name, Social Security number and address. We are not aware of any actual or attempted misuse of information as a result of this incident.

What We Are Doing. Protecting your privacy and security is important to us. As a precaution, we are offering impacted individuals’ access to twelve (12) months of complimentary credit monitoring through Equifax. Details of this offer and instructions on how to activate these services are enclosed with this letter. In addition, Taxellent Accounting has implemented additional measures to improve security for our office and computers.

What You Can Do. We encourage you to remain vigilant against incidents of identity theft and fraud, which includes reviewing your online and financial accounts, credit reports for suspicious activity to detect errors. Additional information and resources are contained in the enclosed Steps You Can Take to Help Protect Your Information. You may also enroll in the complimentary credit monitoring services available to you.

For More Information. Safeguarding your information is a priority for our Company. If you have additional questions or concerns, please call us at (626) 388-2036, which is available 11 AM to 5:00 PM Pacific Standard Time, Monday through Friday, excluding holidays. You may also write to Taxellent Accounting at 7728 Garvey Ave Ste 6, Rosemead, CA 91770.

Sincerely,

Taxellent Accounting Services Inc.

STEPS YOU CAN TAKE TO HELP PROTECT YOUR INFORMATION

File Your Tax Return

While we are unaware of an actual or attempted misuse of this information, we encourage you to file your tax return as soon as possible, if you have not already done so. You can also contact the IRS at www.irs.gov/Individuals/Identity-Protection for helpful information and guidance on steps you can take to prevent a fraudulent tax return from being filed in your name and what to do if you become the victim of such fraud. You can also visit www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft for more information.

You should also look to the information made available by the tax authority for your state of residence and any other state where you file a tax return. For a list of websites for each US state's tax authority, visit <http://www.taxadmin.org/state-taxagencies>.

Monitor Your Accounts

Under U.S. law, a consumer is entitled to one free credit report annually from each of the three major credit reporting bureaus, Equifax, Experian, and TransUnion. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also directly contact the three major credit reporting bureaus listed below to request a free copy of your credit report.

Consumers have the right to place an initial or extended "fraud alert" on a credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the three major credit reporting bureaus listed below.

As an alternative to a fraud alert, consumers have the right to place a "credit freeze" on a credit report, which will prohibit a credit bureau from releasing information in the credit report without the consumer's express authorization. The credit freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a credit freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a credit freeze on your credit report.

Should you wish to place a credit freeze, please contact the three major credit reporting bureaus listed below:

Equifax: equifax.com/personal/credit-report-services or 1-800-685-1111

Experian: experian.com/help or 1-888-397-3742

TransUnion: transunion.com/credit-help or 1-888-909-8872

Additional Information

Consumers may further educate themselves regarding identity theft, fraud alerts, credit freezes, and the steps they can take to protect your personal information by contacting the consumer reporting bureaus, the Federal Trade Commission, or their state Attorney General. The Federal Trade Commission may be reached at: 600 Pennsylvania Avenue NW, Washington, D.C. 20580; www.identitytheft.gov ; 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. Consumers can obtain further information on how to file such a complaint by way of the contact information listed above. Consumers have the right to file a police report if they ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, consumers will likely need to provide some proof that they have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and the relevant state Attorney General. This notice has not been delayed by law enforcement.

For Arizona residents, the Arizona Attorney General may be contacted at: 2005 N Central Avenue, Phoenix, AZ 85004 (602) 542-5025; and www.azag.gov/

For California residents, the California Attorney General may be contacted at 1300 I St., Ste. 1740 Sacramento, CA 95814; (916) 445-9555 and <https://oag.ca.gov/>.

For New York residents, the New York Attorney General may be contacted at: Dept. of Law – The Capitol, 2nd fl. Albany, NY 12224, (518) 776-2000; and <https://ag.ny.gov/>

For Oregon residents, the Oregon Attorney General may be contacted at: Justice Bldg. 1162 Court St., NE Salem, OR 97301, (503)378-6002; and www.doj.state.or.us/

For Texas residents, the Texas Attorney General may be contacted at: Capitol Station P.O. Box 12548, Austin, TX 78711-2548, (512)463-2100; and www.texasattorneygeneral.gov

For Nevada residents, the Nevada Attorney General may be contacted at: Old Supreme Ct. Bldg. 100 N. Carson St., Carson City, NV 89701 (775) 684-1100; and <https://ag.nv.gov/>



JOHN SAMPLE
Enter your Activation Code: **123456789000**
Enrollment Deadline: **30 November 2024**

Equifax Credit Watch™ Gold

*Note: You must be over age 18 with a credit file to take advantage of the product

Key Features

- Credit monitoring with email notifications of key changes to your Equifax credit report
- Daily access to your Equifax credit report
- WebScan notifications¹ when your personal information, such as Social Security Number, credit/debit card or bank account numbers are found on fraudulent Internet trading sites
- Automatic fraud alerts², which encourages potential lenders to take extra steps to verify your identity before extending credit, plus blocked inquiry alerts and Equifax credit report lock³
- Identity Restoration to help restore your identity should you become a victim of identity theft, and a dedicated Identity Restoration Specialist to work on your behalf
- Up to \$1,000,000 of identity theft insurance coverage for certain out of pocket expenses resulting from identity theft⁴

Enrollment Instructions

Go to www.equifax.com/activate

Enter your unique Activation Code of **123456789000** then click “Submit”

1. **Register:**

Complete the form with your contact information and click “Continue”.

If you already have a myEquifax account, click the ‘Sign in here’ link under the “Let’s get started” header.

Once you have successfully signed in, you will skip to the Checkout Page in Step 4

2. **Create Account:**

Enter your email address, create a password, and accept the terms of use.

3. **Verify Identity:**

To enroll in your product, we will ask you to complete our identity verification process.

4. **Checkout:**

Upon successful verification of your identity, you will see the Checkout Page.

Click ‘Sign Me Up’ to finish enrolling.

You’re done!

The confirmation page shows your completed enrollment.

Click “View My Product” to access the product features.

¹WebScan searches for your Social Security Number, up to 5 passport numbers, up to 6 bank account numbers, up to 6 credit/debit card numbers, up to 6 email addresses, and up to 10 medical ID numbers. WebScan searches thousands of Internet sites where consumers’ personal information is suspected of being bought and sold, and regularly adds new sites to the list of those it searches. However, the Internet addresses of these suspected Internet trading sites are not published and frequently change, so there is no guarantee that we are able to locate and search every possible Internet site where consumers’ personal information is at risk of being traded. ²The Automatic Fraud Alert feature is made available to consumers by Equifax Information Services LLC and fulfilled on its behalf by Equifax Consumer Services LLC. ³Locking your Equifax credit report will prevent access to it by certain third parties. Locking your Equifax credit report will not prevent access to your credit report at any other credit reporting agency. Entities that may still have access to your Equifax credit report include: companies like Equifax Global Consumer Solutions, which provide you with access to your credit report or credit score, or monitor your credit report as part of a subscription or similar service; companies that provide you with a copy of your credit report or credit score, upon your request; federal, state and local government agencies and courts in certain circumstances; companies using the information in connection with the underwriting of insurance, or for employment, tenant or background screening purposes; companies that have a current account or relationship with you, and collection agencies acting on behalf of those whom you owe; companies that authenticate a consumer’s identity for purposes other than granting credit, or for investigating or preventing actual or potential fraud; and companies that wish to make pre-approved offers of credit or insurance to you. To opt out of such pre-approved offers, visit www.optoutprescreen.com ⁴The Identity Theft Insurance benefit is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company, under group or blanket policies issued to Equifax, Inc., or its respective affiliates for the benefit of its Members. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.