

HILLARY TENTLER
CERTIFIED PUBLIC ACCOUNTANT
Return Mail Processing Center
PO Box 6336
Portland, OR 97228-6336

<<mail ID>>
<<Recipient's Name>>
<<Address>>
<<City>><<State>><<Zip>>

Activation Code: <<Code Number>>

<<Date>>

NOTICE OF DATA BREACH

Dear <<Recipient's Name>>,

Please allow this letter to follow-up on my email correspondence dated November 21, 2016.

What Happened?

On November 4, 2016, I discovered that my home was broken into earlier in that day. Upon discovery, I immediately notified the Santa Barbara County Sheriff's office and a police report was filed. Unfortunately, along with personal effects, the burglars stole three back up hard drives for my practice.

On November 9, 2016, the Sherriff's office miraculously caught the burglars and one of the stolen hard drives was located and returned to me.

What Information Was Involved?

I am notifying you of this incident because your information is believed to have been on a stolen hard drive. Though the hard drives require specific proprietary software for the files to be readable, I cannot be certain that the information was not accessed. Accordingly, I am notifying you of the potential information that may have been exposed: your name, date of birth, telephone number(s), address, social security number, all employment (W-2) information, 1099 information (including account number if provided to me), and direct deposit bank account information (including account number and routing information if provided to me).

What I Am Doing:

In addition to the steps outlined above, I have reviewed my office policies and procedures, and hired an IT consultant for security recommendations to protect against a future security breach including a new cloud storage software for my data. My hard drive backups have been erased and will no longer be used. Further, I am notifying the offices of the applicable State Attorney Generals and the three credit bureaus.

What You Can Do:

- Given the breadth of information exposed, I recommend you be vigilant in reviewing your bank account and brokerage statements, as well as free credit reports.
- I suggest you change any **bank account numbers** provided to me, and/or have a conversation with your bank regarding the monitoring to be provided by them as well as yourselves.
- You can call the three major credit agencies and place a 90-day fraud alert on your accounts. To do so, their contact information is:

Equifax P.O. Box 740241 Atlanta, GA 30374 1-800-525-6285 https://www.alerts.equifax.com/AutoFraud_Online/jsp/fraudAlert.jsp	Experian P.O. Box 2104 Allen, TX 75013 1-888-397-3742 https://www.experian.com/fraud/center.html	TransUnion P.O. Box 2000 Chester, PA 19022 1-800-680-7289 https://fraud.transunion.com/fraudAlert/landingPage.jsp
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- You are also entitled to a free credit report every year from each of these three agencies at: www.annualcreditreport.com
- If you suspect identity theft, report it to law enforcement, including the Federal Trade Commission at <https://www.identitytheft.gov/Assistant#>

Next Step of Identity Protection:

As an *added precaution*, I have also arranged Equifax® to provide its Credit Watch™ Gold identity theft protection product for one year at no charge to you. A description of this product is provided in the attached material, which also contains instructions about how to enroll (including your personal activation code). If you choose to take advantage of this product, it will provide you with a notification of any changes to your credit information, up to \$25,000 Identity Theft Insurance Coverage and access to your credit report. You must complete the enrollment process by **March 10, 2017**. I urge you to consider enrolling in this product, at my expense, and reviewing the Additional Resources enclosed with this letter.

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, call toll free number **1-844-319-9623**; or write 735 State Street, Suite 626, Santa Barbara, CA 93101.

Sincerely,



Hillary Tentler, CPA

Specific State Notification Requirements

For residents of Hawaii, Michigan, Missouri, Virginia, Vermont, and North Carolina: It is recommended by state law that you remain vigilant for incidents of fraud and identity theft by reviewing credit card account statements and monitoring your credit report for unauthorized activity.

For residents of Illinois, Iowa, Maryland, Missouri, North Carolina, Oregon, and West Virginia:

It is required by state laws to inform you that you may obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account. You may obtain a free copy of your credit report by contacting any one or more of the following national consumer reporting agencies:

Equifax

P.O. Box 105139
Atlanta, GA 30374
1-800-685-1111
www.equifax.com

Experian

P.O. Box 2002
Allen, TX 75013
1-888-397-3742
www.experian.com

TransUnion

P.O. Box 6790
Fullerton, CA 92834
1-800-916-8800
www.transunion.com

You may also obtain a free copy of your credit report online at www.annualcreditreport.com, by calling toll-free 1-877-322-8228, or by mailing an Annual Credit Report Request Form (available at www.annualcreditreport.com) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281.

For residents of Iowa:

State law advises you to report any suspected identity theft to law enforcement or to the Attorney General.

For residents of Oregon:

State laws advise you to report any suspected identity theft to law enforcement, as well as the Federal Trade Commission.

For residents of Maryland, Illinois, and North Carolina:

You can obtain information from the Maryland and North Carolina Offices of the Attorneys General and the Federal Trade Commission about fraud alerts, security freezes, and steps you can take toward preventing identity theft.

Maryland Attorney General

Consumer Protection Div.
200 St. Paul Place
Baltimore, MD 21202
1-888-743-0023
www.oag.state.md.us

North Carolina Attorney General

Consumer Protection Div.
9001 Mail Service Center
Raleigh, NC 27699-9001
1-877-566-7226
www.ncdoj.com

Rhode Island Attorney General

Consumer Protection Div.
150 South Main Street
Providence, RI 02903
(401) 274-4400
www.riag.ri.gov

Federal Trade Commission

Consumer Response Center
600 Pennsylvania Avenue, NW
Washington, DC 20580
1-877-IDTHEFT (438-4338)
www.ftc.gov/bcp/edu/microsites/idtheft

For residents of Massachusetts:

It is required by state law that you are informed of your right to obtain a police report if you are a victim of identity theft.

For residents of all states:

Fraud Alerts: You can place fraud alerts with the three credit bureaus at one of the three major credit bureaus by phone and also via Experian's or Equifax's website. A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. The contact information for all three credit bureaus is below:

Monitoring: You should always remain vigilant and monitor your accounts for suspicious or unusual activity.

Security Freeze: You also have the right to place a security freeze on your credit report. A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent. To place a security freeze on your credit report, you need to send a request to each consumer reporting agency by certified mail, overnight mail, or regular stamped mail. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. The consumer reporting agency may charge a fee of up to \$5.00 to place a freeze or lift or remove a freeze, but is free if you are a victim of identity theft or the spouse of a victim of identity theft, and you have submitted a valid police report relating to the identity theft incident to the consumer reporting agency. You may obtain a security freeze by contacting any one or more of the following national consumer reporting agencies:

Equifax Security Freeze

P.O. Box 105788
Atlanta, GA 30348
www.equifax.com/help/credit-freeze/en_cp

Experian Security Freeze

P.O. Box 9554
Allen, TX 75013
www.experian.com/freeze

TransUnion (FVAD)

P.O. Box 2000
Chester, PA 19022
www.transunion.com

More information can also be obtained by contacting the Federal Trade Commission listed above.