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<<Date>> (Format: Month Day, Year)

Parent or Guardian of:

<<first\_name>> <<middle\_name>> <<last\_name>> <<suffix>>  
<<address\_1>>  
<<address\_2>>  
<<city>>, <<state\_province>> <<postal\_code>>  
<<country >>

Re: Notice of Data Security Incident

Dear Parent or Guardian of <<first\_name>> <<middle\_name>> <<last\_name>> <<suffix>>,

At Baker Tax & Accounting PC ("Baker Tax"), we take the privacy and security of our client's information very seriously. This is why we are regrettably notifying you of a data security incident that may have involved your child's information. To help minimize the inconvenience of this incident, we are informing you about steps that you can take to help protect your child's information and offering the services identified in this letter.

**What Happened?** Sometime between Thursday evening September 17, 2020 and Monday morning on September 21, 2020, an unknown individual broke into the locked Baker Tax office and took company property from the office. Baker Tax discovered the incident upon returning to the office that Monday. In response to the incident, we conducted an investigation into the incident and immediately notified the local police. Although we have no evidence to suggest that your child's personal information was contained in the stolen property or that your child's information has been misused or exposed, out of an abundance of caution, we have arranged to offer your child Minor Identity Monitoring services for a period of 12 months at no cost to you.

**What Information Was Involved?** The information that may have been involved includes your child's name, address, and Social Security number.

**What Are We Doing?** As soon as we discovered the incident, we took the steps described above. Additionally, we notified the building manager of the incident and they installed further physical security mechanisms. Further, we are providing you with information about steps you can take to help protect your child's personal information, including Minor Identity Monitoring, Fraud Consultation, and Identity Theft Restoration at no cost to you for one year. Kroll is a global leader in risk mitigation and response, and their team has extensive experience helping people who have sustained an unintentional exposure of confidential data.

Visit <https://enroll.idheadquarters.com> to activate and take advantage of your Minor Identity Monitoring services.

*You have until **February 3, 2021** to activate your Minor Identity Monitoring services.*

Membership Number: <<Member ID>>

Additional information describing your services is included with this letter.

And, out of an abundance of caution, Baker Tax has informed the IRS of the incident. We are working with the IRS to prevent anyone from filing a fraudulent tax return using your child's personal information.

**What You Can Do:** You can follow the recommendations included with this letter to help protect your child's personal information. We encourage you to activate the Minor Identity Monitoring services we are offering through Kroll to help protect your child's personal information.

The IRS also has a PIN Program that offers an additional layer of protection on all future tax filings. To opt-in for the IP PIN Program, you can either complete the enclosed form or visit the IRS link <https://www.irs.gov/pub/irs-pdf/f14039.pdf> and return Form 14039 to the IRS. Please follow the below instructions to complete the form:

- Mark #3 of Section A
- Mark #2 of Section B
- Complete Section C
- Complete Section D

Baker Tax encourages all clients to request an IP PIN which will protect them from fraudulent returns being filed as a result of any past or future security incidents they may have been included in.

**For More Information:** If you have any questions about this letter, please call 1-???-???-???, Monday through Friday from 8:00 a.m. to 5:30 p.m. Central Time. Please accept our sincere apologies and know that we deeply regret any worry or inconvenience that this may cause you.

Sincerely,

*Tammy Baker*

Tammy Baker  
President  
Baker Tax & Accounting PC

## STEPS YOU CAN TAKE TO HELP PROTECT YOUR PERSONAL INFORMATION

**Review Your Account Statements and Notify Law Enforcement of Suspicious Activity:** As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

**Copy of Credit Report:** You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com/>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You also can contact one of the following three national credit reporting agencies:

<b>TransUnion</b>	<b>Experian</b>	<b>Equifax</b>	<b>Free Annual Report</b>
P.O. Box 1000	P.O. Box 2002	P.O. Box 740241	P.O. Box 105281
Chester, PA 19016	Allen, TX 75013	Atlanta, GA 30374	Atlanta, GA 30348
1-800-916-8800	1-888-397-3742	1-866-349-5191	1-877-322-8228
<a href="http://www.transunion.com">www.transunion.com</a>	<a href="http://www.experian.com">www.experian.com</a>	<a href="http://www.equifax.com">www.equifax.com</a>	<a href="http://annualcreditreport.com">annualcreditreport.com</a>

**Fraud Alert:** You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for one year. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

**Security Freeze:** Under U.S. law, you have the right to put a security freeze on your credit file for up to one year at no cost. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

**Additional Free Resources:** You can obtain information from the consumer reporting agencies, the FTC, or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state.

<b>Federal Trade Commission</b>	<b>Maryland Attorney General</b>	<b>North Carolina Attorney General</b>	<b>Rhode Island Attorney General</b>
600 Pennsylvania Ave, NW	200 St. Paul Place	9001 Mail Service Center	150 South Main Street
Washington, DC 20580	Baltimore, MD 21202	Raleigh, NC 27699	Providence, RI 02903
<a href="http://consumer.ftc.gov">consumer.ftc.gov</a> , and	<a href="http://oag.state.md.us">oag.state.md.us</a>	<a href="http://ncdoj.gov">ncdoj.gov</a>	<a href="http://www.riag.ri.gov">http://www.riag.ri.gov</a>
<a href="http://www.ftc.gov/idtheft">www.ftc.gov/idtheft</a>			
1-877-438-4338	1-888-743-0023	1-877-566-7226	401-274-4400

**You also have certain rights under the Fair Credit Reporting Act (FCRA):** These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information; as well as other rights. For more information about the FCRA, and your rights pursuant to the FCRA, please visit [http://files.consumerfinance.gov/f/201504\\_cfpb\\_summary\\_your-rights-under-fcra.pdf](http://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf).

## **TAKE ADVANTAGE OF MINOR IDENTITY MONITORING SERVICES**

You have been provided with access to the following services from Kroll:

### **Minor Identity Monitoring**

Minor Identity Monitoring detects when names, addresses, and credit information is associated with your child's Social Security number. An alert will be sent when activity is detected. The presence of a credit file may be an indicator of identity theft or fraud for children who, as minors, should not have a credit history.

### **Fraud Consultation**

You have unlimited access to consultation with a Kroll fraud specialist. Support includes interpreting how personal information is accessed and used, explaining your rights and protections under the law, assistance with fraud alerts, and showing you the most effective ways to protect personal information, including investigating suspicious activity that could be tied to an identity theft event.

### **Identity Theft Restoration**

An experienced Kroll licensed investigator will work on your behalf to resolve issues related to identity theft. You will have access to a dedicated investigator who understands your issues and will do most of the work for you. Your investigator will be able to dig deep to uncover all aspects of the identity theft, and then work to resolve it.