



Great American Ball Park  
100 Joe Nuxhall Way  
Cincinnati, OH 45202

November [Date], 2018

**VIA FIRST CLASS MAIL**

[Insert Recipient's Name]

[Insert Address]

[Insert City, State, Zip]

Re: Notice of Data Breach

Dear [insert Recipient's name]:

I am writing to inform you of a security incident that we recently discovered which involved your personal information contained in your 2016 W-2 form. We take the protection and proper use of your information very seriously. That is why we are contacting you directly to let you know what happened, what we are doing and what you can do.

What Happened

On November 6, 2018, we were notified that the Cincinnati Reds were the victim of a criminal scheme in March 2017 that resulted in the external disclosure through electronic means of the 2016 W-2 forms of all individuals who were issued such forms by the Reds (including your W-2 form).

What Information Was Involved

The information compromised consists of the information found on your 2016 W-2 form, including your full name, address and Social Security number, 2016 compensation amount, and amounts deducted from your compensation, as applicable, for federal, state, and local taxes, 401(k) and flexible spending.

The compromised information does not include information about your family members.

What We Are Doing

We have taken steps to prevent this type of incident by implementing additional controls over the distribution of data, utilizing updated configurations and technology to protect data and improving training for our employees.

To help you protect yourself from identity theft, we have made arrangements with an independent company, Experian, to provide, at no cost to you, a two-year membership to a credit monitoring product called [insert product name], which will provide you with identity protection support focused on identification and resolution of identity theft. You must enroll by February 28, 2019. To enroll in this service, follow the directions below:

**Activate [insert product name] Now in Three Easy Steps**

1. Ensure that you enroll by: February 28, 2019 (Your code will not work after this date.)
2. Visit the Credit web site to enroll: [www.experianidworks.com/3bcredit](http://www.experianidworks.com/3bcredit)
3. Provide your activation code: [insert code]

If you have questions or need an alternative to enrolling online, please call 1-877-890-9332 and provide engagement # DB09626.

## What You Can Do

In addition to enrolling in [insert product name], please consider placing a “credit freeze” on your credit file with each of the three credit bureaus (Experian, Transunion and Equifax). Placing a credit freeze on your credit file will prevent the credit bureaus from sharing your credit report with others without your provision of a PIN number that is issued to you when you initiate the freeze. Please note that placing a credit freeze may delay (but not otherwise inhibit) your applications for credit, mortgages, employment, housing, insurance, utilities or even mobile phone service. The following links provide instructions for placing a credit freeze at the three national credit bureaus:

<https://www.experian.com/ncaconline/freeze>  
<https://freeze.transunion.com/sf/securityFreeze/landingPage.jsp>  
[https://www.freeze.equifax.com/Freeze/jsp/SFF\\_PersonalIDInfo.jsp](https://www.freeze.equifax.com/Freeze/jsp/SFF_PersonalIDInfo.jsp)

Based on similar incidents that have been reported by other companies, we believe that the stolen W-2 forms may be used to attempt to file tax returns in order to receive refunds from the IRS. Even if your personal information is used fraudulently to file a tax return, you will not be held financially responsible by the IRS.

We recommend that you contact the IRS Identity Protection Specialized Unit at 1-800-908-4490 and your state tax authority, tell them that your W-2 form has been stolen, and follow their instructions. The IRS may instruct you to file Form 14039 (Identity Theft Affidavit). State tax authority contact information is listed below. Their instructions may depend on your individual circumstances, so we recommend that you call individually.

Alabama Department of Revenue: (334) 242-1170  
Arkansas Department of Finance: (501) 682-7187  
Arizona Department of Revenue: 1-800-352-4090  
California Franchise Tax Board: (916) 845-7088  
Colorado Department of Revenue: (303) 238-7378  
Connecticut Department of Revenue Services: (860) 297-5962  
Delaware Revenue Department: (302) 856-5358  
DC Office of Tax and Revenue: (202) 727-4829  
Florida Department of Revenue: 1-800-352-3671  
Georgia Department of Revenue: 1-877-423-6711  
Hawaii Department of Taxation: (808) 587-4242  
Illinois Department of Revenue: 1-800-732-8866  
Indiana Department of Revenue: (317) 232-2240  
Iowa Department of Revenue: (515) 281-5986  
Kansas Department of Revenue: (785) 368-8222  
Kentucky Department of Revenue: (502) 564-4581  
Louisiana Department of Revenue: 1-800-940-7053  
Maryland Comptroller: (410) 260-7980  
Massachusetts Tax Department: 1-800-392-6089  
Michigan Department of Treasury: (517) 636-4486  
Mississippi Department of Banking and Consumer Finance: (601) 359-4230  
Missouri Department of Revenue: (573) 751-3505  
Montana Department of Revenue: 1-866-859-2254  
Nevada Department of Taxation: 1-866-962-3707  
New Hampshire Department of Revenue: (603) 230-5000  
New Jersey Division of Taxation: (609) 292-6400  
New York State Department of Taxation and Finance: (518) 457-5181  
North Carolina Department of Revenue: (919) 715-0195  
Ohio Department of Taxation: 1-800-757-6091  
Oklahoma Tax Commission: (405) 521-3160  
Oregon Department of Revenue: (503) 378-4988  
Pennsylvania Department of Revenue: (717) 772-9297  
Rhode Island Department of Revenue: (401) 574-8829 x3  
South Carolina Department of Revenue: (855) 880-2743  
South Dakota Department of Revenue: 1-800-829-9188  
Tennessee Department of Revenue: (615) 253-0600  
Texas Comptroller: 1-888-334-4112  
Virginia Department of Tax: (804) 404-4185

Washington Department of Revenue: 1-800-451-7985  
West Virginia State Tax Department: 1-800-982-8297  
Wisconsin Department of Revenue: 1-800-422-7128

We suggest that you actively monitor your financial account statements and the free credit reports that are available to you and report any unauthorized activity to your bank and/or credit bureau.

Enclosed with this letter is a summary of additional U.S. state notification requirements that may assist you to protect yourself from identity theft.

For More Information

If you have any questions about this incident, I encourage you to contact us by telephone at the toll-free number 888-810-4111 (which will be live until February 28, 2019) between the hours of 8AM to 8PM Eastern Standard Time from Monday to Friday.

We truly regret any inconvenience to you.

Sincerely,

A handwritten signature in black ink, appearing to read 'D W Healy', with a stylized flourish at the end.

Douglas W. Healy  
Chief Financial Officer  
Cincinnati Reds



## U.S. State Notification Requirements

**For residents of California, Hawaii, Illinois, Iowa, Maryland, Michigan, Missouri, North Carolina, Oregon, Rhode Island, Vermont, Virginia, Washington, West Virginia, and Wyoming:**

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. You may obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account by contacting any one or more of the national consumer reporting agencies listed below. They can also provide you with information about fraud alerts and security freezes.

**Equifax**

P.O. Box 740241  
Atlanta, GA 30348  
1-800-685-1111  
[www.equifax.com](http://www.equifax.com)

**Experian**

P.O. Box 2104  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

**TransUnion**

P.O. Box 6790  
Fullerton, CA 92834-6790  
1-877-322-8228  
[www.transunion.com](http://www.transunion.com)

**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 Attorney General and the Federal Trade Commission.

**For residents of Illinois, Maryland and North Carolina:**

State laws require us to tell you that you can obtain information from the Federal Trade Commission about steps you can take to avoid identity theft (including how to place a fraud alert or security freeze). If you are a Maryland or North Carolina resident, you may also be able to obtain this information from your state's Attorney General.

**MD Attorney General's Office**

Consumer Protection Division  
200 St. Paul Place  
Baltimore, MD 21202  
1-888-743-0023  
[www.oag.state.md.us](http://www.oag.state.md.us)

**NC Attorney General's Office**

Consumer Protection Division  
9001 Mail Service Center  
Raleigh, NC 27699-9001  
1-877-566-7226  
<http://www.ncdoj.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/](http://www.ftc.gov/bcp/edu/microsites/idtheft/)

**For residents of Massachusetts, Rhode Island and West Virginia:**

State laws require us to inform you of your right to obtain a police report if you are a victim of identity theft. You also have the right to place a security freeze on your credit report. A security freeze prevents copies of your credit report from being provided without the use of a PIN number that is issued to you when you initiate a freeze; however, using a security freeze may delay your ability to obtain credit.

To place a security freeze on your credit report, you need to send a request to a 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, unless 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.

**Equifax Security Freeze**

P.O. Box 105788  
Atlanta, GA 30348  
[www.equifax.com](http://www.equifax.com)

**Experian Security Freeze**

P.O. Box 9554  
Allen, TX 75013  
[www.experian.com](http://www.experian.com)

**TransUnion (FVAD)**

P.O. Box 6790  
Fullerton, CA 92834-6790  
[www.transunion.com](http://www.transunion.com)