

Michael A. Adams, CPA
207 W Los Angeles Ave Ste 362
Moorpark, CA 93021

<<Mail ID>>
<<Name 1>>
<<Address 1>>
<<Address 2>>
<<Address 3>>
<<City>><<State>><<Zip>>
<<Country>>

<<Date>>

NOTICE OF DATA BREACH

Dear <<Name 1>>:

Please allow this letter to notify you of a data incident involving my password protected laptop and some of your personal information.

What Happened?

On May 31, 2017, my locked vehicle was broken into and my password protected laptop was stolen. Upon detection of the burglary that day, I immediately contacted the police, and reported the incident.

I am notifying you of this incident because my tax software is on the password protected laptop, including some of your information. While there is no evidence that the device has been logged-on to, I am notifying everyone whose information was on the protected laptop out of an abundance of caution.

What Information Was Involved?

The information may have included your: name, date of birth, telephone number(s), address, Social Security number, all employment (W-2) information, 1099 information (potentially including the last four digits of the account number), and direct deposit bank account information for refunds or payments (including account number and routing information if provided to me).

What I Am Doing.

In addition to notifying the Los Angeles Police Department, I am notifying all applicable state agencies. I have also gone through my records to determine who might be affected, I am reviewing my security policies and procedures, and I have adopted additional safeguards to prevent this from occurring again.

As an added precaution, I have also arranged for 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 October 1, 2017. I urge you to consider enrolling in this product, at my expense, and reviewing the Additional Resources enclosed with this letter.

What You Can Do.

In addition to signing-up for the complimentary credit monitoring I have secured for you, given the nature of the information potentially exposed, I recommend:

1. If you have provided me with bank account information, please monitor those accounts and contact your bank if you see any unfamiliar activity. This would include accounts we used for direct deposit and electronic fund transfer account details, bank statements where you had interest income and Form 1099s from brokerage accounts.
2. Establish free 90 day fraud alerts with the three credit reporting bureaus. Their telephone numbers and websites are:

<p>Equifax P.O. Box 740241 Atlanta, GA 30374 1-888-766-0008 https://www.alerts.equifax.com/AutoFraud Online/jsp/fraudAlert.jsp</p>	<p>Experian P.O. Box 2104 Allen, TX 75013 1-888-397-3742 https://www.experian.com/fraud/center.html</p>	<p>TransUnion P.O. Box 2000 Chester, PA 19022 1-800-680-7289 http://www.transunion.com/fraud-victim-resource/place-fraud-alert</p>
--	--	--

3. Consider placing a credit freeze on your accounts which will make it more difficult for someone to open an account. For more information: <https://www.consumer.ftc.gov/articles/0497-credit-freeze-faqs>
4. If you become a victim or suspect identity theft, file a complaint with the Federal Trade Commission at <https://identitytheft.gov> and law enforcement. The FTC also provides detailed and specific information about identity theft at their website, which we recommend you review.

Lastly, you are entitled to a free credit report every year from each of these agencies at: www.annualcreditreport.com

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, please call toll free number 800-556-9698, or me at (805) 990-3419. Alternatively, you can write me at 207 W. Los Angeles Avenue, Suite 362, Moorpark, CA 93021.

Sincerely,


Michael Adams, CPA

About the Equifax Credit Watch™ Gold identity theft protection product

Equifax Credit Watch will provide you with an “early warning system” to changes to your credit file. Note: You must be over age 18 with a credit file in order to take advantage of the product.

Equifax Credit Watch provides you with the following key features and benefits:

- Comprehensive credit file monitoring and automated alerts of key changes to your **Equifax** credit report
- Wireless alerts and customizable alerts available (available online only)
- Access to your Equifax Credit Report™
- Up to \$25,000 in identity theft insurance with \$0 deductible, at no additional cost to you †
- Live agent Customer Service 7 days a week from 8 a.m. to 3 a.m. to assist you in understanding the content of your Equifax credit information, to provide personalized identity theft victim assistance, and help initiate an investigation of inaccurate information.
- 90 day Fraud Alert placement with automatic renewal functionality* (available online only)

How to Enroll: You can sign up online or over the phone

To sign up online for **online delivery** go to www.myservices.equifax.com/gold

1. **Welcome Page:** Enter the Activation Code provided at the top of this page in the “Activation Code” box and click the “Submit” button.
2. **Register:** Complete the form with your contact information (name, gender, home address, date of birth, Social Security Number and telephone number) and click the “Continue” button.
3. **Create Account:** Complete the form with your email address, create a User Name and Password, check the box to accept the Terms of Use and click the “Continue” button.
4. **Verify ID:** The system will then ask you up to four security questions to verify your identity. Please answer the questions and click the “Submit Order” button.
5. **Order Confirmation:** This page shows you your completed enrollment. Please click the “View My Product” button to access the product features.

To sign up by phone for **US Mail delivery**, dial 1-866-937-8432 for access to the Equifax Credit Watch automated enrollment process. Note that all credit reports and alerts will be sent to you via US Mail only.

1. **Activation Code:** You will be asked to enter your enrollment code as provided at the top of this letter.
2. **Customer Information:** You will be asked to enter your home telephone number, home address, name, date of birth and Social Security Number.
3. **Permissible Purpose:** You will be asked to provide Equifax with your permission to access your credit file and to monitor your file. Without your agreement, Equifax cannot process your enrollment.
4. **Order Confirmation:** Equifax will provide a confirmation number with an explanation that you will receive your Fulfillment Kit via the US Mail (when Equifax is able to verify your identity) or a Customer Care letter with further instructions (if your identity can not be verified using the information provided). Please allow up to 10 business days to receive this information.

† Identity Theft Insurance underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions. This product is not intended for minors (under 18 years of age)

* The Automatic Fraud Alert feature made available to consumers by Equifax Information Services LLC and fulfilled on its behalf by Equifax Consumer Services LLC