

SPECIMEN COPY OF NOTICE TO EMPLOYEES

Extremely Urgent E-mail – READ RIGHT NOW

Today we fell victim to a “phishing” scheme. All employee W2 information which shows everyone’s personal earnings, addresses, and social security numbers was released to a person believed to be one of the Owners (but wasn’t). This highly sensitive information about all of us is now in the hands of people who WILL try to profit from YOUR identify and at your expense. The immediate risk to you is that someone might try to steal your identity using this information or file false tax refund returns on your behalf, or both.

This theft of employee data was for all companies and for all employees.

It is extremely important that you get to work immediately with the steps laid forth below. These steps will help minimize the risks of identity theft and false tax return filings. Follow these steps VERY carefully and do this NOW. The longer you wait to protect yourself the more likely you will fall victim.

1. Contact one of the three major credit bureaus to place a ‘fraud alert’ on your credit records:

- * Equifax, www.Equifax.com <<http://www.Equifax.com>> , 1-888-766-0008
- * Experian, www.Experian.com <<http://www.Experian.com>> , 1-888-397-3742
- * TransUnion, www.TransUnion.com <<http://www.TransUnion.com>> , 1-800-680-

7289

2. It is important you act immediately on the following:

- * Complete the attached IRS Form 14039 <<https://www.irs.gov/pub/irs-pdf/f14039.pdf>> , Identity Theft Affidavit. After completion of the form, please fax to the IRS at 855-807-5720 AND mail to the Internal Revenue Service, Fresno CA 93888-0025.
- * Make certain you keep a copy of the Form 14039. You may be required to paper file your tax return and a copy of Form 14039 will be required to be attached to the paper filed tax return.

Information that must be completed on Form 14039:

- * Section C – name, address, phone number and prior address information if it has changed from your previous filed tax return.
- * Language in which you want to be contacted – English or Spanish
- * Section D – Provide a photocopy of one of the following documents (check which document you are including with the form):
 - * Driver’s license, social security card, passport or Valid state government ID. With both your fax and mailing copy it is important that you face is clear and the IRS will reject ID’s that are blurred.

- * Section E – sign and date the form
- * Section F – Do not complete this section

Please submit Form 14039 as soon as possible. Placing an identity alert on your account may delay the processing of your tax return.

If you receive mail communication from the IRS requesting the confirmation of your identity, immediately respond to the letter.

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