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Subject: Identity Theft

After several ADF International employees reported receiving a Montana Department of Revenue notifications of fraudulent tax returns filed in Montana, we discovered that ADF international, Inc. employee's W-2's for 2016 have been compromised. ADF International Inc. has reason to believe that you may be the victim of identity theft. We want to inform you of the situation and let you know what you can do to protect yourself. The steps listed below should be completed as soon as possible to protect your identity.

The following steps have already been taken:

- We have contacted the Department of Revenue and have provided information as requested.
- As part of a multi-state information exchange program, the Department of Revenue has notified the other participating states of this matter and alerted them to watch for any fraudulent returns being filed in your names. You may have received a letter like the one attached. If you have, please let Human Resources know.
- A report has been filed with the Internal Revenue
- A report has been filed with the Federal Trade Commission
- A report has been filed with the Montana Department of Justice Office of Consumer Protection
- We have notified local law enforcement and been advised that each employee will need to file a report in person.

What to do if you have been a victim of identity theft:

- **Contact the IRS.** If a fraudulent state return has been filed using your information, it is probable that one has been filed at the federal level as well. Please contact the IRS Identity Protection Specialized Unit at 1-800-908-4490, or you may complete the IRS Identity Theft Affidavit, Form 14039, which is available on the IRS web site at <http://www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft>. Follow the directions on the back of the form to submit the form to the IRS.
- **File a police report.** File a report with law enforcement officials to help you with creditors who may want proof of the crime.

- **Review your credit report.** The law requires that major nationwide consumer reporting companies – Equifax, Experian, TransUnion – give you a free copy of your credit report each year. Visit www.AnnualCreditReport.com
- **Place a “Fraud Alert” on your credit reports by contacting one of the three credit bureaus:**
 - Equifax at 1-800-525-6285 or online at www.equifax.com
 - TransUnion at 1-800-680-7289 or online at www.transunion.com
 - Experian at 1-888-397-3742 or online at www.experian.com
- **Report the theft to the Federal Trade Commission.**
 - Online at www.ftc.gov/idtheft
 - By phone at 1-877-ID-THEFT (438-4338)
- **Contact your financial institutions and your credit card companies.** Ask if any of your accounts have been tampered with. For example, check to see if your address was changed or if new accounts have been created in your name.
- **Contact the Montana Department of Justice Office of Consumer Protection:**
 - By phone at 1-800-481-6896 or 406-444-4500
 - Online at <https://dojmt.gov/consumer/identity-theft>

ADF International, Inc is working on additional steps to help all current and former employees affected by this breach. More information will be forthcoming.

If you have any additional questions, please contact me.

ADF INTERNATIONAL INC.

Jennifer Rohrback
Human Resources Director