



**ARMSTRONG, BACKUS & CO., LLP**  
Certified Public Accountants

[Date]

[First Name] [Last Name]

[Address]

[City], [State] [Zip]

Dear [First Name]:

We are writing to notify you about a recent data security incident that affects your personal information. Please read this letter carefully.

Our accounting firm contracted with your employer, [Company], for its accounting and payroll processing needs. We process payroll for your employer using a service called myPay Solutions, which is part of the Tax and Accounting business of Thomson Reuters Corporation. We have recently learned that the username and password that one of our staff members uses to access myPay Solutions was compromised at some point during January 2016. The unauthorized person(s) then used these credentials to login to myPay Solutions and, we believe, access copies of your employer's W-2 Forms on January 24 and February 7, 2016, including yours. These documents included your name, address, compensation information, and social security number. As a result, this personal information of yours may have been accessed by others.

We have taken immediate steps in response to learning of this incident, including changing all passwords within our firm that are used to access myPay Solutions and replacing the computers through which we believe the login credentials were compromised. We also have reported the incident to law enforcement and are cooperating with them to investigate the incident further.

As an added precaution, we have arranged to have AllClear ID protect your identity for 24 months at no cost to you. The following protection services start on the date of this letter and you can use them at any time during the next 24 months.

- AllClear SECURE: The team at AllClear ID is ready and standing by if you need identity repair assistance. This service is automatically available to you with no enrollment required. If a problem arises, simply call 1-855-904-5741 and a dedicated investigator will help recover financial losses, restore your credit and make sure your identity is returned to its proper condition.
- AllClear PRO: This service offers additional layers of protection including credit monitoring and a \$1 million identity theft insurance policy. To use the PRO service, you will need to provide your personal information to AllClear ID. You may sign up online at [enroll.allclearid.com](http://enroll.allclearid.com) or by phone by calling 1-855-904-5741 using the following redemption code: [Redemption\_Code].

In addition, you may obtain a free copy of your credit reports once a year online at [www.annualcreditreport.com](http://www.annualcreditreport.com) or by calling (877) 322-8228. Once you receive your reports, you should review them for discrepancies, identify any accounts you did not open or inquiries you did not authorize, and report any incorrect information to the credit reporting company. Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission recommends that you check them periodically. A victim's personal information is sometimes held for use or shared among a group of theirs at different times. Checking your credit reports periodically can help you spot problems and address them quickly. For more information on how to protect yourself, visit the FTC's consumer website at [www.consumer.ftc.gov/topics/privacy-identity](http://www.consumer.ftc.gov/topics/privacy-identity).

You may also purchase a copy of your credit report and/or place a fraud alert or security freeze on your credit file by contacting one or more of the three national credit reporting agencies listed below. A fraud alert tells lenders to contact you before they open any new accounts or change your existing accounts, while placing a security freeze will prevent lenders from accessing your credit report in connection with new credit application, which will prevent them from opening an accounting or extending credit.

Equifax  
1-800-525-6285  
[www.equifax.com](http://www.equifax.com)

Experian  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion  
1-800-680-7289  
[www.transunion.com](http://www.transunion.com)

We also recommend that, if you have not already done so, you file your state and federal tax returns as soon as possible. If you receive notice from the Internal Revenue Service or your state revenue department about potential fraudulent activity, you should respond to it immediately. However, be aware of scams and keep in mind that these agencies will not contact you by telephone or email or ask for information such as a credit card number.

We sincerely regret any concern or inconvenience this incident may cause you. If you have further questions or concerns about the incident or the AllClear services described herein please call our dedicated toll free number at 1-855-904-5741.

Sincerely,

James L. Sanderson, CPA  
Managing Partner