

HAWKES HASTINGS & AARON

ACCOUNTANCY CORPORATION

Certified Public Accountants

Est. 1972

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Walnut Creek, CA 94598-3462

www.hha-cpas.com

(925) 946-4141 Fax (925) 946-4144

Date

Name

Address

Address

Address

Notice of a Data Breach

Dear:

Please read this letter in its entirety.

We are writing you to inform you of a data security incident that may have affected your personal information. At Hawkes Hastings and Aaron, we take the privacy and security of all personal information within our possession very seriously. We are contacting you, offering complimentary Credit, Non-credit and Cyber Monitoring including identity theft resolution services, and providing information on steps you can take to further protect your personal information.

What happened?

On April 7, 2020, our office learned of an issue preventing the processing of a few client tax returns with our tax software provider and we had a few electronically filed returns rejected by the IRS. Upon receipt of this information we contacted our software provider and began investigating the issue. We immediately took steps to secure the access to our systems and tax software and the client information contained therein. We also engaged IT security professionals to perform a scan and analysis of our systems.

As a result of the investigation, we learned that on March 23, 2020 malware was found on one system computer as a result of user interaction with a malicious email attachment. This malware was detected and deleted by the antivirus/security software as it performed its daily, nightly scan. Tax information belonging to Hawkes Hastings & Aaron clients may have been accessed without authorization during the time the malware was active on the computer. As your information may have been impacted, we are writing to inform you of this incident and to provide you with information about steps that can be taken to help protect your information.

What information was involved?

The information impacted in connection with this incident may have included your name, address, and social security number as well as information pertaining to your current tax filings with the IRS and state taxing authorities.

** Services marked with an "*" require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note; when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.*

What are we doing to address this situation?

As soon as we discovered this incident, we took the steps described above. We also notified the Internal Revenue Service, the state tax agencies and law enforcement officials in an attempt to help prevent fraudulent activity. As part of our notification with the IRS, the IRS is monitoring the tax filings of our clients to detect and reject any fraudulent filings.

Hawkes Hastings & Aaron has made immediate enhancements to our systems, security and practices. Additionally, we have engaged appropriate experts to assist us in conducting a full review of our security practices and systems to ensure that appropriate security protocols are in place going forward. We are committed to helping those people who may have been impacted by this unfortunate situation.

Services Being Offered

We are providing you with access to Triple Bureau Credit Monitoring/Triple Bureau Credit Report/Public Records Monitoring/Cyber* services at no charge. These services provide you with alerts for twelve months from the date of enrollment when changes occur to any of one of your Experian, Equifax or TransUnion credit files. This notification is sent to you the same day the change or update takes place with the bureau. Also, the following public records will be monitored: Change of Address, Court Records and Social Security number trace. In addition, we are providing you with proactive fraud assistance to help with any questions that you might have. These services will be provided by CyberScout a company that specializes in identity theft education and resolution.

To enroll in Credit Monitoring* services at no charge, please log on to <https://www.myidmanager.com> and follow the instructions provided. When prompted please provide the following unique code to receive services: <CODE HERE.>

For guidance with the CyberScout services, or to obtain additional information about these services, please call the CyberScout help line 1-800-405-6108 and supply the fraud specialist with your unique code.

What you can do to address this situation?

CyberScout has been retained to help you with any questions or problems you may encounter, including assisting you with obtaining a credit report and placing fraud alerts. However, if you choose not to use these services, we are strongly urging all customers to consider doing the following:

Additional Important Information

For residents of California:

If you choose to place a fraud alert on your own, you will need to contact one of the three major credit agencies directly at:

Equifax (1-800-685-1111) P.O. Box 22104 Allen, TX 75013 www.equifax.com	Experian (1-888-397-3742) P.O. Box 740241 Atlanta, GA 30374 www.experian.com	TransUnion (1-800-888-4213) P.O. Box 2000 Chester, PA 19022 www.transunion.com
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IMMEDIATELY obtain free copies of your credit report and monitor them upon receipt for any suspicious activity. You can obtain your free copies by going to the following website: www.annualcreditreport.com or by calling them toll-free at 1-877-322-8228. (Hearing impaired consumers can access their TDD service at 1-877-730-4204.

Upon receipt of your credit report, we recommend you review it carefully for any suspicious activity.

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Be sure to promptly report any suspicious activity to Hawkes Hastings & Aaron Accountancy Corporation or CyberScout.

Also, should you wish to obtain a credit report and monitor it on your own or freeze your credit, we can point you to the proper websites to accomplish this:

For residents of Maryland and Oregon:

It is required by state laws to inform you that you may obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account. You may obtain a free copy of your credit report by contacting any one or more of the following national consumer reporting agencies:

Equifax (1-800-685-1111) P.O. Box 22104 Allen, TX 75013 www.equifax.com	Experian (1-888-397-3742) P.O. Box 740241 Atlanta, GA 30374 www.experian.com	TransUnion (1-800-888-4213) P.O. Box 2000 Chester, PA 19022 www.transunion.com
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You may also obtain a free copy of your credit report online at www.annualcreditreport.com or, by calling toll-free 1-877-322-8228, or by mailing an Annual Credit Report Request Form available at www.annualcreditreport.com to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281.

For residents of Oregon:

State laws advise you to report any suspected identity theft to law enforcement, The Attorneys General Office, as well as the Federal Trade Commission.

For residents of Maryland:

You can obtain information from the Maryland Offices of the Attorneys General and the Federal Trade Commission about fraud alerts, security freezes, and steps you can take toward preventing identity theft.

Maryland Office of the Attorney General Consumer Protection Division 200 St. Paul Place Baltimore, MD 21202 1-888-743-0023	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, NW Washington, DC 20580 1-877-IDTHEFT (438-4338)
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www.oag.state.md.us

www.ftc.gov/bcp/edu/microsites/idtheft

For residents of all states:

Fraud Alerts: You can place fraud alerts with the three credit bureaus at one of the three major credit bureaus by phone and also via Experian's or Equifax's website. A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may cause a delay you when you seek to obtain credit. The contact information for all three credit bureaus is below:

Monitoring: You should always remain vigilant and monitor your accounts for suspicious or unusual activity.

Security Freeze: You also have the right to place a security freeze on your credit report at no cost to you. A security freeze is intended to prevent credit, loans, and services from being approved in your name without your consent. To place a security freeze on your credit report, you need to make a request to each consumer reporting agency. You may make that request by certified mail, overnight mail, or regular stamped mail, or by following

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the instructions found at the websites listed below. 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 each copy be legible, display your name and current mailing address, and the date of issue.

Equifax Security Freeze

P.O. Box 105788

Atlanta, GA 30348

https://www.freeze.equifax.com/Freeze/jsp/SFF_PersonalIDInfo.jsp

Experian Security Freeze

P.O. Box 9554

Allen, TX 75013

<https://www.experian.com/freeze/center.html>

TransUnion (FVAD)

P.O. Box 2000

Chester, PA 19016

<https://freeze.transunion.com>

More information can also be obtained by contacting the Federal Trade Commission listed above.

Other Important Information

You can also obtain more information about identity theft and ways to protect yourself from the Federal Trade Commission (FTC). The FTC has an identity theft hotline: 877-438-4338; TTY: 1-866-653-4261. They also provide information on-line at www.ftc.gov/idtheft.

For more information

While CyberScout should be able to provide thorough assistance and answer most of your questions, you may still feel the need to speak with Hawkes Hastings & Aaron regarding this incident. If so, please call our office at 925-946-4141 from 9 am to 5pm Pacific, Monday through Friday.

At Hawkes Hastings & Aaron we take our responsibilities to protect your personal information very seriously. We are deeply disturbed by this situation and apologize for any inconvenience.

Sincerely,



Jeffrey W. Hastings

President

Hawkes Hastings & Aaron Accountancy Corporation

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