



HARTMAN, BLITCH & GARTSIDE
CERTIFIED PUBLIC ACCOUNTANTS

C/O ID Experts
10300 SW Greenburg Rd. Suite 570
Portland, OR 97223

To Enroll, Please Call:
800-939-4170
Or Visit:
<https://app.myidcare.com/account-creation/protect>
Enrollment Code: <<XXXXXXXXXX>>

<<First Name>> <<Last Name>>
<<Address1>> <<Address2>>
<<City>>, <<State>> <<Zip>>

December 3, 2019

RE: Notice of Data Breach

Dear <<FirstName>> <<LastName>>,

Hartman, Blitch & Gartside (“Hartman”) currently provides or previously provided accounting and tax preparation services for <<Variable Data 1>>. We are very sorry to report our office on Atlantic Blvd was broken into Sunday August 11, 2019 and potentially impacted the security of information <<Variable Data 1>> provided to Hartman. We are unable to confirm whether the information was subject to unauthorized access, but because the possibility exists, we are providing this notice. We are unaware of any attempted or actual misuse of the information. However, we are writing out of an abundance of caution to provide you with steps you can take to better protect yourself against the possibility of identity theft and fraud, should you feel it appropriate to do so.

What Happened: On August 11, 2019, Hartman became aware of a theft occurring at our office on August 11, 2019. The thieves triggered our alarm system; however, they did take a computer hard drive. The drive was in temporary use as we were scanning paper tax source documents (w-2, 1099s etc.) used to prepare tax returns onto the drive, to then be uploaded to our secure, encrypted server. Although the investigation is ongoing, we have determined the hard drive contained some of your old tax source documents which may contain your personal data. We have no definitive evidence that any of your information was accessed or misused, but because your information was present on the hard drive, we are notifying you out of an abundance of caution. Hartman is fully cooperating with law enforcement as their investigation continues.

What Information Was Involved: Though the investigation is ongoing, Hartman has determined that the information that may have been included in the old tax source documents may contain your personal data including your social security number.

What We Are Doing: Hartman takes the protection of personal information within our care very seriously. Upon learning of the incident, we immediately began cooperating with law enforcement to assist in their investigation of this incident. We also launched an internal investigation to determine the nature and scope of the event. We understand the severity of this event and are working to review our office protocols. We are including a checklist from IdentityTheft.gov. We strongly recommend you review these guidelines.

- Get a copy of **your free credit report** from www.AnnualCreditReport.com. You’re entitled to one free report from each of the three bureaus once a year, so **we recommend checking one report every four months**.
- If your tax return **included a minor child**, pay close attention to the recommendations regarding children.
- **NEVER believe someone from the IRS is calling you** to demand money—the agency doesn’t work that way! Initial contact will be made only by letter.
- **We’ll be reaching out to you before next tax season** to get your tax return filed as early as possible. **Filing before the identity thief ensures the IRS works with the real you.**

In addition, Hartman is providing information to help you protect yourself against identity theft and fraud, as well as access to 12 months of credit monitoring and identity restoration services with ID Experts at no cost to you. We maintain back-ups of tax returns in our tax software. We can access any prior tax return if needed for reference

What You Can Do: Please review the enclosed packet, “Steps You Can Take to Protect Your Information,” to learn more about ways to safeguard your personal information. You may also enroll in the free credit monitoring and identity theft protection services offered by Hartman.

For More Information: We understand that you may have questions that are not answered in this letter. This is why we have established a toll-free hotline to assist you with additional questions regarding this incident. Should you have any questions about the content of this letter or ways which you can help protect yourself from the possibility of identity theft, please call 800-939-4170 between 9:00 a.m. and 8:00 p.m. ET, Monday through Friday, excluding major holidays.

We’ve been serving literally generations of clients for more than 50 years and consider you part of the Hartman, Blich & Gartside family. We all truly regret any inconvenience this may cause you and will be here for you to help handle any related issues...as only family members would. We truly appreciate you and thank you in advance for your understanding.

Sincerely,

A handwritten signature in black ink that reads "Adam M. Robinson". The signature is written in a cursive, flowing style.

Adam M. Robinson, CPA, Managing Partner

Steps You Can Take to Protect Your Information

Enroll in Credit Monitoring

We encourage you to contact ID Experts with any questions and to enroll in free MyIDCare services by calling 800-939-4170 or going to <https://app.myidcare.com/account-creation/protect> and using the Enrollment Code provided above. MyIDCare experts are available Monday through Friday between 9:00 a.m. and 8:00 p.m. ET. Please note the deadline to enroll is March 3, 2020.

Monitor Your Accounts

We encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports for suspicious activity and to detect error over at least the next 12 to 24 months. Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

You have the right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

Experian PO Box 9554 Allen, TX 75013 1-888-397-3742 www.experian.com/freeze/center.html	TransUnion P.O. Box 160 Woodlyn, PA 19094 1-888- 909-8872 www.transunion.com/credit-freeze	Equifax P.O. Box 105788 Atlanta, GA 30348-5788 1-800-349- 9960 http://www.equifax.com/personal/credit-report-services
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In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver’s license or ID card, military identification, etc.);
7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

As an alternative to a security freeze, you have the right to place an initial or extended “fraud alert” on your file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

Experian P.O. Box 2002 Allen, TX 75013 1-888-397-3742 www.experian.com/fraud/center.html	TransUnion P.O. Box 2000 Chester, PA 19016 1-800-680-7289 www.transunion.com/fraud-victim-resource/place-fraud-alert	Equifax P.O. Box 105069 Atlanta, GA 30348 1-800-525-6285 www.equifax.com/personal/credit-report-services
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Additional Information

You can further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself, by contacting the consumer reporting agencies, the Federal Trade Commission, or your state Attorney General.

The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; www.identitytheft.gov; 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement. This notice has not been delayed by law enforcement.

For North Carolina residents, the Attorney General can be contacted at: 9001 Mail Service Center, Raleigh, NC 27699-9001; 1-877-566-7226; 1-919-716-6400; and www.ncdoj.gov.

For Maryland residents, the Attorney General can be contacted at: 200 St. Paul Place, 16th Floor, Baltimore, MD 21202; 410-528-8662; and www.oag.state.md.us. We can be contacted at 4929 Atlantic Boulevard, Jacksonville, FL 32207.

For Rhode Island Residents, the Rhode Island Attorney General may be reached at: 150 South Main Street, Providence, Rhode Island 02903; www.riag.ri.gov; or 1-401-274-4400. Under Rhode Island law, you have the right to obtain any police report filed in regard to this incident. There is 1 Rhode Island resident potentially impacted by this incident.

For New Mexico residents, you have rights pursuant to the Fair Credit Reporting Act, such as the right to be told if information in your credit file has been used against you, the right to know what is in your credit file, the right to ask for your credit score, and the right to dispute incomplete or inaccurate information. Further, pursuant to the Fair Credit Reporting Act, the consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information; consumer reporting agencies may not report outdated negative information; access to your file is limited; you must give your consent for credit reports to be provided to employers; you may limit “prescreened” offers of credit and insurance you get based on information in your credit report; and you may seek damages from violator. You may have additional rights under the Fair Credit Reporting Act not summarized here. Identity theft victims and active duty military personnel have specific additional rights pursuant to the Fair Credit Reporting Act. We encourage you to review your rights pursuant to the Fair Credit Reporting Act by visiting www.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf, or by writing Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

For New York Residents, The Attorney General may be contacted at: Office of the Attorney General, The Capitol, Albany, NY 12224-0341; 1-800-771-7755; <https://ag.ny.gov/>