

Date

Employee Name
address
City/ST/Zip

Notice of Data Breach

RE: Your card ending in _____

Dear Employee Name,

What Happened?

Between August 10, 2016 and March 9, 2017. Sabre, the company that Costco Corporate Travel uses to book hotel reservations for business travel, experienced a data breach. According to information received from Sabre, stolen account credentials allowed someone to access Sabre's encrypted data and view some of the hotel reservation information stored in its hotel reservation technology platform. Unfortunately Costco did not know about this situation until late June of this year. Sabre identified you as an individual whose hotel reservation information may have been accessed or stolen.

What Information Was Involved?

According to Sabre, the unauthorized party was able to access some or all of the following information: name, address, email address, payment card number, cardholder name and card expiration date. Sabre retains a payment card security code for 24 hours after a reservation is made, so there is a chance that your card security code was involved as well.

What Are We Doing?

Sabre notified law enforcement and the payment card brands, and engaged a forensic investigator to investigate the incident.

What Can You Do?

You should monitor your bank statements for fraudulent transactions. If you suspect fraudulent activity or if you would like to learn more about what to do if you suspect your identity has been stolen, you can contact your local law enforcement agency, the attorney general of your state, or the Federal Trade Commission (Identity Theft Clearinghouse, www.identitytheft.gov , 600 Pennsylvania Ave. NW, Washington, D.C. 20580, 1-877-ID-THEFT).

You may also consider contacting the credit reporting agencies directly if you wish to put in place a fraud alert or a security freeze. A fraud alert will notify any merchant checking your credit history that you may be the victim of identity theft and that the merchant should take additional measures to verify the application. Contacting any one of the three agencies will place an alert on your file at all three of them. A security freeze restricts all creditor access to your account, but might also delay any requests you might make for new accounts. You should enquire with the credit reporting agencies directly for their specific procedures regarding security freezes.

- Equifax: 1-800-525-6285; www.equifax.com; P.O. Box 740241, Atlanta, GA 30374-0241
- Experian: 1-888-EXPERIAN (397-3742); www.experian.com ; P.O. Box 9532, Allen, TX 75013
- TransUnion: 1-800-680-7289; www.transunion.com ; Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA 92834-6790

Costco offers identity theft protection services to all employees at no charge through the Care Network's partnership with Control Your ID. If you are not enrolled in this benefit, you may enroll at any time by visiting www.costcobenefits.com and click the "Enroll today" link under *Protect Your Identity*. The offer code, service level, and payment sections will be pre-filled, so you will only need to complete your personal information in the lower portion of the secure registration form. If you need enrollment assistance, call the Care Network 24/7 at [1-877-578-0528](tel:1-877-578-0528). Former employees who received this phishing email are also eligible to enroll.

More Information

If you have any questions, you should contact Costco Corporate Travel at 425-657-2080.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Gruening', with a large, stylized flourish extending to the right.

Peter Gruening
Vice President - Costco Travel