



00002  
JOHN Q. SAMPLE  
1234 MAIN STREET  
ANYTOWN US 12345-6789

March 23, 2018

**Re: Notice of Data Breach**

Dear John Sample:

King & Associates, CPA is writing to alert you to an incident that may affect the security of your personal information. We are providing this notice to ensure that you are aware of the incident so that you may take steps to protect your information should you feel it is appropriate to do so.

***What Happened?*** On or about February 16, 2018, we noticed that several individual electronic tax filings were rejected by the IRS. Some rejected returns are normal for various reasons but we noticed a higher than normal rate and immediately began an investigation to determine what happened and what steps needed to be taken to address this issue. We called the IRS, hired a third-party data forensic firm as well as an additional computer consulting company to assist in our investigation. While the investigation is ongoing, we determined there was unauthorized access to a tax program utilized by our company containing information on our clients and their dependents. Since discovering this activity, we have been working to review our records and identify those whose information could be affected.

***What Information Was Involved?*** The tax program stored the following categories: name, address, Social Security number, Driver's License number, date of birth, and in some cases, bank account information if used to pay taxes due or have refunds sent to your bank account.

***What We Are Doing.*** The confidentiality, privacy, and security of our client information is one of our highest priorities. We have stringent security measures in place to protect the security of information in our possession. Our IT team, along with third-party forensic investigators, are assessing the security and soundness of our systems. In addition, as part of our ongoing commitment to the security of personal information in our care, we are working to implement additional safeguards regarding the privacy and security of information on our systems. We have purchased additional hardware and hired an additional computer consulting company for on-going monitoring and updating of our systems. We have contacted the IRS and will be contacting the relevant state Attorneys General. We have also been in contact with the FTC, IRS, FBI, IRS Criminal Investigation Unit, IRS Stakeholder Liaison and have fully cooperated with any requests for gathering and providing information to assist in their investigations and efforts to prevent further fraudulent tax returns from being filed.



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

**AllClear Identity Repair:** This service is automatically available to you with no enrollment required. If a problem arises, simply call the AllClear ID call center at 1-855-828-4343 and a dedicated investigator will help recover financial losses, restore your credit and make sure your identity is returned to its proper condition.

**AllClear Fraud Alerts with Credit Monitoring:** This service offers the ability to set, renew, and remove 90-day fraud alerts on your credit file to help protect you from credit fraud. In addition, it provides credit monitoring services, a once annual credit score and credit report, and a one-million-dollar identity theft insurance policy. To enroll in this 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 the AllClear ID call center, 1-855-828-4343 using the following redemption code: Redemption Code.

Please note: Following enrollment, additional steps are required by you in order to activate your phone alerts and fraud alerts, and to pull your credit score and credit file. Additional steps may also be required in order to activate your monitoring options.

We are also providing notice of this incident to certain state regulators and consumer reporting agencies.


***What Can You Do?*** You can review the enclosed “Privacy Safeguards Information.” You can also enroll to receive the free credit monitoring and identity restoration services described above. In addition, if you have not already done so, we encourage you to file your 2017 tax return as soon as possible. We are ready to assist you with this process.

If we become aware of a fraudulent tax return filed in your name or you are instructed to do so by the IRS, you should file the IRS Form 14039 Identity Theft Affidavit along with a paper copy of your return and mail according to the instructions on that form. A copy of this form can be found at: <https://www.irs.gov/pub/irs-pdf/f14039.pdf>, or <https://www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft>. If King & Associates has been notified that you received a letter from the IRS saying a return has been filed using your Social Security number or if your return was electronic filed and rejected, King & Associates has already prepared a Form 14039 for you and has it ready to send with your paper filed tax returns.

***For More Information.*** We are very sorry for any inconvenience or concern this incident causes you. The security of your information is a priority to us. Should you have any questions about the content of this letter, please call us at 717-246-1627 between 8:30 am and 5:00 pm ET, Monday through Friday. For ways you can better protect yourself from the possibility of identity theft, please call the AllClear ID call center at 1-855-828-4343 between 9:00 am and 9:00 pm ET, Monday through Saturday, excluding major holidays.

We want to assure you that we continue to take appropriate actions to protect the privacy and security of your information. As we mentioned, we are not sure if any personal information was removed from our system, however, in the best interests of our clients, we took the initiative described above.

Sincerely,

A handwritten signature in black ink, appearing to read "Douglas A. King". The signature is fluid and cursive, with a large initial "D" and "K".

Douglas A. King  
President  
King & Associates, CPA

A handwritten signature in black ink, appearing to read "Marc J. Keller". The signature is fluid and cursive, with a large initial "M" and "K".

Marc J. Keller  
Vice President  
King & Associates, CPA



## PRIVACY SAFEGUARDS INFORMATION

### **Monitor Your Accounts**

*Credit Reports.* We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your account statements and monitoring your free credit reports for suspicious activity and to detect errors. 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](http://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.

*Fraud Alerts.* At no charge, you can also have these credit bureaus place a “fraud alert” on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below:

Equifax  
P.O. Box 105069  
Atlanta, GA 30348  
1-800-525-6285  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 2002  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion  
P.O. Box 2000  
Chester, PA 19022-2000  
1-800-680-7289  
[www.transunion.com](http://www.transunion.com)

*Security Freeze.* You may also place a security freeze on your credit reports. A security freeze prohibits a credit bureau from releasing any information from a consumer’s credit report without the consumer’s written authorization. However, please be advised that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing, or other services. If you have been a victim of identity theft and you provide the credit bureau with a valid police report, it cannot charge you to place, lift, or remove a security freeze. In all other cases, a credit bureau may charge you a fee to place, temporarily lift, or permanently remove a security freeze. Fees vary based on where you live, but commonly range from \$3 to \$15. You will need to place a security freeze separately with each of the three major credit bureaus listed above if you wish to place a freeze on all of your credit files. In order to request a security freeze, you will need to supply your full name, address, date of birth, Social Security number, current address, all addresses for up to five previous years, email address, a copy of your state identification card or driver’s license, and a copy of a utility bill, bank or insurance statement, or other statement proving residence. To find out more on how to place a security freeze, you can use the following contact information:

Equifax Security Freeze  
P.O. Box 105788  
Atlanta, GA 30348  
1-800-685-1111  
(NY residents please call  
1-800-349-9960)  
[www.freeze.equifax.com](http://www.freeze.equifax.com)

Experian Security Freeze  
P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com/freeze/  
center.html](http://www.experian.com/freeze/center.html)

TransUnion  
P.O. Box 2000  
Chester, PA 19022-2000  
1-888-909-8872  
[www.transunion.com/  
securityfreeze](http://www.transunion.com/securityfreeze)

### **Additional Information**

You can further educate yourself regarding identity theft, security freezes, fraud alerts, and the steps you can take to protect yourself against identity theft and fraud by contacting 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](http://www.identitytheft.gov); 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission encourages those who discover that their information has been misused to file a complaint with them. Instances of known or suspected identity theft should be promptly reported to law enforcement, the Federal Trade Commission, and your state Attorney General. **For Maryland residents**, the Attorney General can be reached at: 200 St. Paul Place, 16th Floor, Baltimore, MD 21202; 1-888-743-0023; and [www.oag.state.md.us](http://www.oag.state.md.us). **For North Carolina residents**, the Attorney General can be contacted by mail at 9001 Mail Service Center, Raleigh, NC 27699-9001; toll-free at 1-877-566-7226; by phone at 1-919-716-6400; and online at [www.ncdoj.gov](http://www.ncdoj.gov). This notice has not been delayed as the result of a law enforcement investigation. You have the right to file and obtain a police report if you ever experience identity theft or fraud. Instances of known or suspected identity theft should also be reported to law enforcement. This notice has not been delayed by law enforcement.

