

CINDY NELSON & ASSOCIATES, PLLC

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: www.idexpertscorp.com/protect Enrollment Code: [XXXXXXXXXX]

<<First Name>> <<Last Name>>
<<Address 1>><< Address 2>>
<<City, State, Zip>>

<<Date>>

Subject: Notice of Data Security Incident

Dear <<First Name>> <<Last Name>>:

I am writing to inform you of a data security incident that may have affected your personal information. I previously provided corporate and estate tax-related services to certain clients, and your information as an employee, subcontractor or executor was included in order to provide services to one of these clients. I take the privacy and security of your information very seriously. This is why I am contacting you, offering you credit and identity monitoring services, and informing you about steps that can be taken to protect your personal information.

What Happened? On January 26, 2018, I learned that an unknown party, during a limited timeframe, may have had the ability to access certain email accounts without authorization. The email accounts contained messages and attachments related to a client's tax-related services and included your personal information. Upon learning that this occurred, I immediately began an investigation, and took steps to end any unauthorized access to the email accounts. I also hired a digital forensics firm to further investigate the incident. While there is no evidence that anyone has accessed your information, I wanted to inform you of the incident, offer you credit and identity monitoring services, and encourage you to utilize the services referenced below to protect your personal information.

What Information Was Involved? The email accounts included W-2 forms and other tax return information which included your name and Social Security number.

What Are We Doing? I took the steps referenced above in response to this incident. I am also offering you credit and identity monitoring services through ID Experts for 12 months at no cost to you and providing you additional information about steps you can take to protect your personal information. I am also taking steps to enhance the security of our systems.

What You Can Do: You can follow the recommendations on the following page to protect your personal information. You can also contact ID Experts with any questions and enroll in the free credit monitoring and identity monitoring services we are offering for 12 months at no cost to you by calling 1-800-939-4170, or by going to www.idexpertscorp.com/protect. You will need the enrollment code provided above to enroll in ID Experts' services. To receive credit services, you must be over the age of 18 and have established credit in the U.S., have a Social Security number in your name, and have a U.S. residential address associated with your credit file. You must enroll in the services by May 26, 2018 and they can be used for 12 months thereafter.

For More Information: Further information about how to protect your personal information appears on the following page. If you have questions or need assistance, call 1-800-939-4170, 6:00 a.m. to 5:00 p.m. (Pacific Time), Monday through Friday. Please have your enrollment code ready. You may also contact me at 425-867-5316 if you prefer.

(see reverse side)

My hope is that this incident did not expose your personal information, but I apologize for any worry or inconvenience this may cause you.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Nelson".

Cindy D. Nelson, CPA
Cindy Nelson & Associates, PLLC

STEPS YOU CAN TAKE TO FURTHER PROTECT YOUR INFORMATION

Review Your Account Statements and Notify Law Enforcement of Suspicious Activity

As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

Copy of Credit Report: You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com/>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can print this form at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>. You also can contact one of the following three national credit reporting agencies:

Equifax	Experian	TransUnion	Free Annual Report
P.O. Box 105851	P.O. Box 9532	P.O. Box 1000	P.O. Box 105281
Atlanta, GA 30348	Allen, TX 75013	Chester, PA 19016	Atlanta, GA 30348
1-800-525-6285	1-888-397-3742	1-877-322-8228	1-877-322-8228
www.equifax.com	www.experian.com	www.transunion.com	annualcreditreport.com

Fraud Alert: You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

Security Freeze: In some U.S. states, you have the right to put a security freeze on your credit file. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. If you request a security freeze from a consumer reporting agency there may be a fee up to \$10 to place, lift or remove the security freeze. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

Additional Free Resources: You can obtain information from the consumer reporting agencies, Federal Trade Commission or from your respective state Attorney General about steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the Federal Trade Commission or to the Attorney General in your state.

Federal Trade Commission
600 Pennsylvania Ave, NW
Washington, DC 20580
consumer.ftc.gov, and
www.ftc.gov/idtheft
1-877-438-4338

You also have certain rights under the Fair Credit Reporting Act (FCRA), including: to know what is in your file; to dispute incomplete or inaccurate information; and to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information. For more information about the FCRA, please visit <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>.