

Piersol Construction, Inc.  
2233 South Garfield  
Airway Heights, Washington 99001

<<Date>

<<Name 1>>  
<<Address 1>>  
<<Address 2>>  
<<Address 3>>  
<<City>><<State>><<Zip>>

Subject: Data Security Incident

Dear <<Name 1>

:

I am writing to inform you of a data security incident that may have affected your personal information. As our employee, the privacy and security of your information is very important to us. 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 July 19, 2017, we were alerted to irregularities in certain banking transactions. We immediately alerted our bank's personnel, who were able to determine that certain Piersol documents were stolen from the U.S. mail. As a result, personal information of Piersol employees was accessed without authorization. While there is no evidence that anyone has used your information, we wanted to inform you of the incident and encourage you to utilize the services referenced below to protect your personal information.

**What Information Was Involved?** The following information may have been accessed: names, addresses, dates of birth, and Social Security numbers.

**What Are We Doing?** We reported the matter to the U.S. Postal Inspection Service and the Federal Bureau of Investigation. We also notified the Internal Revenue Service Criminal Investigative Division (IRS-CI) in order to prevent any tax-related fraud or identity theft. In addition, we are offering you credit and identity monitoring services for twelve (12) months at no cost to you, and we are providing you additional information about steps you can take to protect your personal information. We have also enhanced 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 enroll in the services we are offering: Equifax Credit Watch Gold with WebDetect and Equifax ID Theft Restoration. These services are offered through Epiq Systems to monitor your identity for twelve (12) months at no cost to you. To receive these credit and identity monitoring 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 these services by 11/15/17, and these services can be used for twelve (12) months thereafter. Visit [www.myservices.equifax.com/goldscan](http://www.myservices.equifax.com/goldscan) to take advantage of your services. Your membership number

is **xxxxxxxxxxx** . You will need this number to successfully enroll in these services online. Note that Equifax Credit Watch Gold with WebDetect is an online only product, so you must enroll and view all services online.

**For More Information:** Further information about how to protect your personal information appears on the following page. If you have questions or need assistance once you've enrolled, call 1-866-820-9010, from 8:00 a.m. to 3:00 p.m. (Eastern Standard Time), 7 days a week. Please have your membership number ready. You may also contact **point of contact, phone number** at Piersol Construction Inc., if you prefer.

If you haven't already done so, we also encourage you to complete IRS Form 14039, Identity Theft Affidavit which you can obtain at <http://www.irs.gov/pub/irs-pdf/f14039.pdf>, and then mail or fax it to the IRS according to instructions on the form. Please contact us should you need assistance filing Form 14039. If you have other identity theft/tax related issues, contact the IRS Identity Protection Specialized Unit at 1-800-908-4490.

We are grateful for your work on behalf of Piersol. Please accept our sincere apologies and know that we deeply regret any worry or inconvenience this may cause you.

Sincerely,

Maurice Piersol,  
President

## 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 877-3228228, 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

P.O. Box 105851  
Atlanta, GA 30348  
1-800-525-6285  
[www.equifax.com](http://www.equifax.com)

#### Experian

P.O. Box 9532  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

#### TransUnion

P.O. Box 1000  
Chester, PA 19016  
1-877-322-8228  
[www.transunion.com](http://www.transunion.com)

#### Free Annual Report

P.O. Box 105281  
Atlanta, GA 30348  
1-877-322-8228  
[annualcreditreport.com](http://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 US 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](http://consumer.ftc.gov), and  
[www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)  
1-877-438-4338