



RECEIVED

APR 18 2016

OFFICE OF CONSUMER PROTECTION

PO Box 64812 St. Paul, MN 55164-0812
Attn: Privacy Officer

April 13, 2016

[Name]
[Address]
[City], [State] [ZIP]

Dear [Name],

I am writing to notify you of an incident that may involve certain of your personal information. This is a follow up to the communication sent by Prime Therapeutics' ("Prime") Human Resources Department during the last couple of weeks. We recently learned that an unauthorized third party accessed certain information on SeeMyW2.com, a website hosted by Ceridian Corporation, a third party vendor. The website allows Prime employees (current and former) to view their W-2 forms online. The personal information that may have been accessed includes your name, postal address and Social Security number, and the incident may have resulted in the filing of false tax returns for certain Prime employees. Based on the investigation to date, the information appears to have been accessed by the unauthorized third party in March 2016. Prime is working closely with law enforcement authorities and security experts to address the issue. The website has been temporarily closed while the investigation is in progress.

I take Prime's obligation to safeguard personal information very seriously and am alerting you about this incident so you can take steps to help protect yourself. You are entitled under U.S. law to one free credit report annually from each of the three nationwide consumer reporting agencies. To order your free credit report, visit www.annualcreditreport.com or call toll-free at 1-877-322-8228. We encourage you to remain vigilant by reviewing your account statements and monitoring your free credit reports. We also recommend that you call the IRS at 1-800-908-4490 and report that your employer advised you that there may have been fraudulent activity on a website that maintains your W-2 form. You can also visit the IRS website at <https://www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft> for more information.

In addition, we have arranged to offer identity protection services to all affected employees and their eligible dependents for a minimum of one year at no cost to them. The attached Reference Guide provides information on registration and recommendations by the U.S. Federal Trade Commission on the protection of personal information.

I hope this information is useful to you. If you have any questions regarding this incident, please call 1-855-457-1202, Monday through Friday from 8:00 a.m. to 4:00 p.m., or email us at SeeMyW2Incident@PrimeTherapeutics.com.

Again, protection of employee information is extremely important to Prime. Prime is taking a number of steps to prevent a similar incident from happening in the future, including reinforcing our existing policies and procedures and evaluating additional safeguards with vendors. We sincerely regret the inconvenience brought about by this situation.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Beck", with a horizontal line extending to the right.

Sheri Beck
Privacy Officer



PO Box 64812 St. Paul, MN 55164-0812
Attn: Privacy Officer

Reference Guide

We encourage affected individuals to take the following steps:

Order Your Free Credit Report. To order your free credit report, visit www.annualcreditreport.com, call toll-free at 1-877-322-8228, or complete the Annual Credit Report Request Form on the U.S. Federal Trade Commission's ("FTC") website at www.consumer.ftc.gov and mail it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. The three consumer reporting agencies provide free annual credit reports only through the website, toll-free number or request form.

When you receive your credit report, review it carefully. Look for accounts you did not open. Look in the "inquiries" section for names of creditors from whom you haven't requested credit. Some companies bill under names other than their store or commercial names. The consumer reporting agency will be able to tell you when that is the case. Look in the "personal information" section for any inaccuracies in your information (such as home address and Social Security number). If you see anything you do not understand, call the consumer reporting agency at the telephone number on the report. Errors in this information may be a warning sign of possible identity theft. You should notify the consumer reporting agencies of any inaccuracies in your report, whether due to error or fraud, as soon as possible so the information can be investigated and, if found to be in error, corrected. If there are accounts or charges you did not authorize, immediately notify the appropriate consumer reporting agency by telephone and in writing. Consumer reporting agency staff will review your report with you. If the information can't be explained, then you will need to call the creditors involved. Information that can't be explained also should be reported to your local police or sheriff's office because it may signal criminal activity.

Register for Identity Protection Services. All employees (and their eligible dependents) who have health care coverage under Prime's plan can take advantage of free identity theft protection coverage for as long as they have active coverage through Blue Cross. The services provided include:

- Credit monitoring – Monitors activity that may affect credit.
- Fraud detection – Identifies potentially fraudulent use of identity or credit.
- Credit/identity repair – Provides assistance in repairing identity or credit.

There is no cost, but you must enroll to take advantage of the identity theft protection offer. If your health care benefits are not provided by Prime or you terminate your health coverage with Prime during 2016, you may still take advantage of free identity theft protection by contacting Human Resources at: SeeMyW2Incident@PrimeTherapeutics.com or 855.457.1202.

Report Incidents. If you detect any unauthorized transactions in a financial account, promptly notify your payment card company or financial institution. If you detect any incident of identity theft or fraud, promptly report the incident to law enforcement, the FTC and your state Attorney General. If you believe your identity has been stolen, the FTC recommends that you take these steps:

- Place an initial fraud alert.
- Order your credit reports.

PO Box 64812 St. Paul, MN 55164-0812
 Attn: Privacy Officer

OFFICE OF CONSUMER PROTECTION

- Create an FTC Identity Theft Affidavit by submitting a report about the theft at <http://www.ftc.gov/complaint> or by calling the FTC.
- File a police report about the identity theft and get a copy of the police report or the report number. Bring your FTC Identity Theft Affidavit with you when you file the police report.
- Your Identity Theft Report is your FTC Identity Theft Affidavit plus your police report. You may be able to use your Identity Theft Report to remove fraudulent information from your credit report, prevent companies from furnishing fraudulent information to a consumer reporting agency, stop a company from collecting a debt that resulted from identity theft, place an extended seven-year fraud alert with consumer reporting agencies, and obtain information from companies about accounts the identity thief opened or misused.

You can contact the FTC to learn more about how to protect yourself from becoming a victim of identity theft and how to repair identity theft:

Federal Trade Commission
 Consumer Response Center
 600 Pennsylvania Avenue, NW
 Washington, DC 20580
 1-877-IDTHEFT (438-4338)
www.ftc.gov/idtheft/

Consider Placing a Fraud Alert on Your Credit File. To protect yourself from possible identity theft, consider placing a fraud alert on your credit file. A fraud alert helps protect you against the possibility of an identity thief opening new credit accounts in your name. When a merchant checks the credit history of someone applying for credit, the merchant gets a notice that the applicant may be the victim of identity theft. The alert notifies the merchant to take steps to verify the identity of the applicant. You can place a fraud alert on your credit report by calling any one of the toll-free numbers provided below. You will reach an automated telephone system that allows you to flag your file with a fraud alert at all three consumer reporting agencies. For more information on fraud alerts, you also may contact the FTC as described above.

Equifax	Equifax Credit Information Services, Inc. P.O. Box 740241 Atlanta, GA 30374	1-800-525-6285	www.equifax.com
Experian	Experian Inc. P.O. Box 9554 Allen, TX 75013	1-888-397-3742	www.experian.com
TransUnion	TransUnion LLC P.O. Box 2000 Chester, PA 19022-2000	1-800-680-7289	www.transunion.com

Consider Placing a Security Freeze on Your Credit File. You may wish to place a “security freeze” (also known as a “credit freeze”) on your credit file. A security freeze is designed to prevent potential creditors from accessing your credit file at the consumer reporting agencies without your consent. There may be fees for placing, lifting, and/or removing a security freeze, which generally range from \$5-\$20 per action. *Unlike a fraud alert, you must place a security freeze on your credit file at each consumer reporting agency individually.* For more information on security freezes, you may contact the three nationwide consumer reporting agencies or the FTC as described above. As the instructions for establishing a security freeze differ



PO Box 64812 St. Paul, MN 55164-0812
Attn: Privacy Officer

from state to state, please contact the three nationwide consumer reporting agencies to find out more information.

The consumer reporting agencies may require proper identification prior to honoring your request. For example, you may be asked to provide:

- Your full name with middle initial and generation (such as Jr., Sr., II, III)
- Your Social Security number
- Your date of birth
- Addresses where you have lived over the past five years
- A legible copy of a government-issued identification card (such as a state driver's license or military ID card)
- Proof of your current residential address (such as a current utility bill or account statement)

For North Carolina Residents. You can obtain information from the North Carolina Attorney General's Office about preventing identity theft. You can contact the North Carolina Attorney General at:

North Carolina Attorney General's Office
9001 Mail Service Center
Raleigh, NC 27699-9001
(877) 566-7226 (toll-free in North Carolina)
(919) 716-6400
www.ncdoj.gov