



Applications Software Technology LLC

March 16, 2020

Dear AST Active or Former Employee:

AST identified an outside breach that occurred through an external threat. It was identified that all 2019 W2 information for active and former employees was captured by this outside entity when it represented itself as an employee of the company.

### AST Actions

- We have filed a report with the IRS so all AST employees' tax returns for 2019 will be flagged and scrutinized for validity.
- The intercepted information is currently under investigation by the IRS.

### Actions for Active and Former Employees

- If you receive a letter from the IRS please follow the instructions on the letter.
- When filing your 2019 return, and it is rejected please follow the IRS procedures at <https://www.irs.gov/identity-theft-central>.
- Review the provided list of "Additional Information on Identity Theft Protection".
- Register for LifeLock Membership outlined below.

AST has retained LifeLock to provide one (1) year of complimentary identity theft protection, with LifeLock Defender™ Preferred.

### **To activate your membership and get protection at no cost to you:**

1. Go to [LifeLock.com](https://LifeLock.com). Click on the red **START MEMBERSHIP** button.
2. You will be taken to another page where, below the three protection plan boxes, you can enter the promo code: **APPST2020** and click the **APPLY** button.
3. On the next page, enter your Member ID. (Your Member ID is your first initial last name plus 5-digit zip code. Ex. JNORTON12345).
4. Click the red **START YOUR MEMBERSHIP** button.
5. You will receive a confirmation email after enrollment (be sure to follow all directions in this email).
6. Trouble enrolling call LifeLock at 800-899-0180.
7. If you need assistance with your member ID, send an email to [ast\\_global\\_human\\_resources@astcorporation.com](mailto:ast_global_human_resources@astcorporation.com).

### **You will have until June 13, 2020 to enroll in this service.**



---

Applications Software Technology LLC

Once you have completed the LifeLock enrollment process, the service will be in effect. Your LifeLock Defender™ Preferred membership includes:

- ✓ Primary Identity Alert System†
- ✓ Live Member Support 24/7
- ✓ Stolen Funds Reimbursement up to \$25,000 \*
- ✓ Personal Expense Compensation up to \$25,000 \*
- ✓ Service Guarantee for Lawyers and Experts up to \$1 million \*
- ✓ Identity Restoration Support
- ✓ Annual Three-Bureau Credit Reports & Credit Scores<sup>1</sup>
- ✓ The credit scores provided are VantageScore 3.0 credit scores based on Equifax, Experian and TransUnion respectively. Third parties use many different types of credit scores and are likely to use a different type of credit score to assess your creditworthiness.
- ✓ Three-Bureau Credit Monitoring<sup>1,2</sup>
- ✓ Address Change Verification
- ✓ Dark Web Monitoring
- ✓ Fictitious Identity Monitoring
- ✓ Credit Card, Checking and Savings Account Activity Alerts†

Please rest assured the well-being of our employees is our highest priority. We apologize for any inconvenience this incident may cause you, and thank you for your understanding and cooperation.

Sincerely,

Teresa Stanula  
VP, Human Resources

1 Credit reports, scores and credit monitoring may require an additional verification process and credit services will be withheld until such process is complete.

2 For LifeLock Defender™ Preferred Three-bureau Credit monitoring, credit monitoring from Experian and TransUnion will take several days to begin.

No one can prevent all identity theft.

† LifeLock does not monitor all transactions at all businesses.

\* Indicates features included within the Million Dollar Protection™ Package†††

†††Million Dollar Protection Package benefits are provided by a Master Policy issued by United Specialty Insurance Company, Inc. (State National Insurance Company, Inc. for NY State members). The Master Policy provides coverage for Stolen Funds Reimbursement and Personal Expense Compensation, each with limits of up to \$25,000 for Defender Preferred members. If needed, LifeLock will provide lawyers and experts under the Service Guarantee. Please see the policy terms, conditions and exclusions at: [LifeLock.com/legal](http://LifeLock.com/legal).



### **ADDITIONAL INFORMATION ON IDENTITY THEFT PROTECTION**

Steps you can proactively take in addition to the LifeLock program. These steps further protect you against identity theft or other unauthorized use of personal information.

- We recommend that you remain vigilant and regularly review your account statements and credit reports for any unauthorized activity. Promptly report incidents of suspected identity theft or fraud to your local law enforcement agency, the Federal Trade Commission (FTC), your financial institution and to one of the three nationwide consumer reporting agencies listed below to have it removed from your credit file.
- You may contact the fraud departments of the three nationwide credit reporting agencies to discuss your options. You have the right to place a free 90-day fraud alert on your credit file. A fraud alert lets creditors know to contact you before opening new accounts. It also may delay your ability to obtain credit. To place a fraud alert on your credit report, contact the three credit reporting agencies.
- To place a security freeze on your credit report, you can visit each of the websites below to start a freeze or send a written request to each of the three major consumer reporting agencies by regular, certified or overnight mail at the addresses below:

<b><u>Experian</u></b> <a href="http://www.experian.com">www.experian.com</a> 888-397-3742 Experian Security Freeze P.O. Box 9554 Allen, TX 75013	<b><u>Equifax</u></b> <a href="http://www.equifax.com">www.equifax.com</a> 877-478-7625 Equifax Security Freeze P.O. Box 105788 Atlanta, GA 30348	<b><u>TransUnion</u></b> <a href="http://www.transunion.com">www.transunion.com</a> 800-680-7289 Trans Union Security Freeze Fraud Victim Assistance Department P.O. Box 2000 Chester, PA 19022-2000
--	--	--

- You may obtain a free copy of your credit report from each of the three nationwide consumer reporting agencies by calling 877-322-8228 or going online to [www.annualcreditreport.com](http://www.annualcreditreport.com). Under federal law, you are entitled to one free copy of your credit report every 12 months from each of the three nationwide credit reporting agencies. You may want to obtain copies of your credit report to ensure the accuracy of the report information. When you receive your credit reports, review them carefully. Look for accounts or creditor inquiries that you did not initiate or do not recognize. Look for information, such as home address and Social Security number, that is not accurate. If you see anything you do not understand, call the consumer reporting agency at the telephone number on the report.
- You can create an account with Credit Karma by visiting <https://www.creditkarma.com/> to track your TransUnion and Equifax credit accounts daily. You can also receive credit alerts if anything important changes on your TransUnion credit report that can help you spot identity theft.



---

Applications Software Technology LLC

- You have a variety of rights under the Federal Fair Credit Reporting Act (FCRA). For more information on your FCRA rights, visit <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>.
- You may place an alert with ChexSystems. ChexSystems, Inc. is a consumer reporting agency governed by the FCRA and other laws which provides account verification services to its financial institution members to aid them in identifying account applicants who may have a history of account mishandling (e.g., people whose accounts were overdrawn and then closed by them or their bank). ChexSystems is like the credit reporting agencies but specific to checking/savings history instead of the credit/loan history through the credit bureaus
  - Consumer Report Security Alert: This puts a flag on your consumer file stating the banking institution needs to take additional steps to confirm it is you who is initiating the action. You may request a 90-day alert, which is the default, though you may extend it to 7 years if you complete the ChexSystems ID Theft affidavit from (available online), have the affidavit notarized, and send the notarized affidavit to ChexSystems. To set the Consumer Report Security Alert, call 888-478-6536 or online by visiting <https://www.chexsystems.com>.
  - Consumer Report Security Freeze: This will prohibit ChexSystems from releasing any information in your consumer file without your express authorization, meaning you have to contact ChexSystems and lift the freeze in order for your information to be released. You should be aware that taking advantage of this right may delay or prevent timely approval from any user of the consumer report that you wish to do business with. The third party will receive a message indicating that you have blocked your information. To set the Consumer Report Security Freeze, call 800-887-7652 or online by visiting <https://www.chexsystems.com>.
- To learn more about fraud alerts, security freezes, and protecting yourself from identity theft and to report incidents of identity theft, you can visit the Federal Trade Commission's website at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft), or [www.ftc.gov/credit](http://www.ftc.gov/credit), or call 877-438-4338. You may also receive information from the Federal Trade Commission by writing to:

Federal Trade Commission  
Consumer Response Center  
600 Pennsylvania Avenue, NW  
Washington, DC 20580

It is important that you remain vigilant over the next 12 to 24 months to identify and address any possible misuse of your personal information by reviewing account statements and monitoring free credit reports. In the unfortunate event your personal information is misused or you suspect you are a victim of identity theft, please promptly report the incident to law enforcement of your state Attorney General's Office and please enroll in your one year of LifeLock protection that is available to you, free of charge for one year.