



## **STAGECOACH**

P.O. Box 356 Randolph, Vermont 05060  
Phone: 802-728-3773 Fax: 802-728-6232

December 26, 2014

Dear :

We are writing to you because of a recent security incident at Stagecoach Transportation Services, Inc. It has been discovered that an old desktop computer has gone missing between mid-October and November 13, 2014. This computer was actively used through November 2013 for Stagecoach's accounting software; however, it has been used only for research since then. We have been searching everywhere for this machine, but with no luck, unfortunately.

The accounting software was password protected; however, there is the remote chance that personal information in the payroll and accounts payable systems could still be accessed. This would include social security numbers and addresses needed for the IRS and State of Vermont tax authorities.

Below is a check list of suggestions of how you can best protect yourself in this situation:

1. **Review your bank, credit card, and debit card account statements** over the next twelve to twenty-four months and immediately report any suspicious activity to your bank or credit union.
2. **Monitor your credit reports** with the major credit reporting agencies.

Equifax	Experian	TransUnion
1-800-685-1111	1-888-397-3742	1-800-916-8800
PO Box 740241	PO Box 2104	PO Box 2000
Atlanta, GA 30374-0241	Allen, TX 75013	Chester, PA 19022
<a href="http://www.equifax.com">www.equifax.com</a>	<a href="http://www.experian.com">www.experian.com</a>	<a href="http://www.transunion.com">www.transunion.com</a>

Under Vermont law, you are entitled to a free copy of your credit report from these agencies every twelve months.

Call the credit reporting agency at the telephone number on the report if you find:

- Accounts you did not open
- Inquiries from creditors that you did not initiate.
- Inaccurate personal information, such as home address and Social Security number.

3. If you do find suspicious activity on your credit reports or other account statements, call your local police or sheriff's office and **file a report of identity theft**. Get a copy of the police report.

You may need to give copies of the police report to creditors to clear up your records, and also to access some services that are free to identity theft victims.

4. If you find suspicious activity on your credit reports or on your other account statements, **consider placing a fraud alert** on your credit files so creditors will contact you before opening new accounts. Call any one of the three credit reporting agencies at the number below to place fraud alerts with all of the agencies:

Equifax	Experian	TransUnion
1-888-766-0008	1-888-397-3742	1-800-680-7289

5. You may also get information about **security freezes** by contacting the credit bureaus at the following addresses:

**Equifax:**

<https://www.freeze.equifax.com/Freeze/isp/SFF PersonalIDInfo.jsp>

**Experian:**

[http://www.experian.com/consumer/security\\_freeze.html](http://www.experian.com/consumer/security_freeze.html)

**TransUnion:**

<http://www.transunion.com/corporate/personal/fraudidentityTheft/fraudPrevention/securityFreeze.page>

If you do not have Internet access but would like to learn more about how to place a security freeze on your credit account, contact the Vermont Attorney General's Office at 802-656-3183 (800-649-2424 toll free in Vermont only).

6. Even if you do not find suspicious activity on your credit report or your other account statements, it is important that you **check your credit report** for the **next two years**. Just call one of the numbers in paragraph 2 above to order your reports or to keep a fraud alert in place.

Helpful information about fighting identity theft, placing a security freeze, and obtaining a free copy of your credit report is available on the Vermont Attorney General's website at <http://www.atg.state.vt.us>. Another helpful source is the Federal Trade Commission website, available at <http://www.ftc.gov/bcp/edu/microsites/idtheft/>.

If there is anything Stagecoach Transportation Services, Inc. can do to assist you, please call Craig Allen, Staff Accountant, at 802-388-2287 x221.

I apologize for this unfortunate event.

Sincerely,



Jim Moulton  
Executive Director