GELTRUDE

Return Mail Processing ◆ PO Box 120 ◆ Claysburg, PA 16625-0120

April 15, 2016

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ANYTOWN, US 12345-6789

Notice of Data Breach

Dear Sample A Sample:

Geltrude & Company, LLC ("Geltrude") recently discovered an incident that may affect the security of your personal information. We are writing to provide you with information regarding the incident, steps we've taken since discovering the incident, and information on what you can do to better protect against identity theft and fraud should you feel it is appropriate to do so. This is not a new data incident and is notice of the same incident referenced in the previous email you may have received from Geltrude. This notice has not been delayed as a result of a law enforcement investigation.

What Happened. On March 17, 2016, we discovered that our company the victim of a cyberattack on our computer system. Through this attack, an unknown individual or individuals was able to access our computer system and files containing information on our clients. The unauthorized access to client information occurred between March 12 and March 17, 2016. Once we discovered the unauthorized access, we immediately took steps to limit further access to the information.

What Information Was Involved. While our investigation is ongoing, we have confirmed that the unauthorized individual had access to client files that contained your name, bank account and routing numbers, Social Security number, and the Social Security numbers for any listed dependents/beneficiaries. We will also be sending notice to these dependents/beneficiaries, as well.

What We Are Doing. The privacy and security of our client information is a priority to us. In addition to launching an investigation into this incident, we have hired an outside computer forensic investigator to supplement our internal investigation, and to confirm the security of our computer systems. We are providing notice of this incident to potentially impacted individuals. We are also providing you with information on how to better protect against identity theft and fraud and complimentary access to one free year of credit monitoring and restoration services with Experian's® ProtectMyID® Alert product. The enclosed Privacy Safeguards Information contains information on protecting against identity theft and fraud and instructions on how to enroll and receive the complimentary credit monitoring and restoration services.

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What You Can Do. While our investigation is ongoing, we felt it was important to notify you about this incident, and what we are doing to investigate and respond, as quickly as possible. We encourage you to file your tax return as soon as possible if you have not already done so, and provide you with the information below that you can use to better protect against identity theft and fraud.

(OVER PLEASE)

The IRS encourages you to file IRS Form 14039 with your 2015 tax return. You can contact the IRS at http://www.irs.gov/Individuals/Identity-Protection for helpful information and guidance on steps you can take to prevent a fraudulent tax return from being filed in your name and what to do if you become the victim of such fraud. You can also visit https://www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft for more information. We encourage you to enroll in and receive the complimentary membership to the credit monitoring and restoration services we are offering to you. We also encourage you to take the steps described in the enclosed Notice of Privacy Safeguards on how to protect yourself against identity theft and fraud.

For More Information. We recognize that you may have questions that are not answered in this letter. If you have questions regarding the incident, your affected information, and steps you may take to protect yourself against identity theft and fraud please contact us at 973-667-9100, Monday through Friday from 9:00 a.m. to 5:00 p.m. ET.

We sincerely regret any inconvenience or concern this incident may cause you and will continue to take appropriate actions to protect the privacy of your information.

Sincerely,

Daniel J. Geltrude, CPA
Geltrude & Company, LLC

PRIVACY SAFEGUARDS INFORMATION

To help protect your identity, we are offering a **complimentary** one-year membership of Experian's® ProtectMyID® Alert. This product helps detect possible misuse of your personal information and provides you with superior identity protection support focused on immediate identification and resolution of identity theft.

Activate ProtectMyID Now in Three Easy Steps

1. ENSURE **That You Enroll By: July 31, 2016** (Your code will not work after this date.)
2. Visit the **ProtectMyID Web Site to enroll: www.protectmyid.com/alert**
3. PROVIDE **Your Activation Code: ABCDEFGHI**

If you have questions or need an alternative to enrolling online, please call (877) 297-7780 and provide engagement #: **PC100736.**

Additional details regarding your 12-MONTH ProtectMyID Membership:

A credit card is not required for enrollment.

Once your ProtectMyID membership is activated, you will receive the following features:

- **Free copy of your Experian credit report**
- **Surveillance Alerts for:**
  - **Daily Bureau Credit Monitoring:** Alerts of key changes & suspicious activity found on your Experian credit report.
- **Identity Theft Resolution & ProtectMyID ExtendCARE:** Toll-free access to US-based customer care and a dedicated Identity Theft Resolution agent who will walk you through the process of fraud resolution from start to finish for seamless service. They will investigate each incident; help with contacting credit grantors to dispute charges and close accounts including credit, debit and medical insurance cards; assist with freezing credit files; contact government agencies.
  - It is recognized that identity theft can happen months and even years after a data breach. To offer added protection, you will receive ExtendCARE™, which provides you with the same high-level of Fraud Resolution support even after your ProtectMyID membership has expired.
- **$1 Million Identity Theft Insurance[1]:** Immediately covers certain costs including, lost wages, private investigator fees, and unauthorized electronic fund transfers.

Once your enrollment in ProtectMyID is complete, you should carefully review your credit report for inaccurate or suspicious items. If you have any questions about ProtectMyID, need help understanding something on your credit report or suspect that an item on your credit report may be fraudulent, please contact Experian's customer care team at 877-297-7780.

We encourage you to remain vigilant for incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports and explanation of benefits forms for suspicious activity. Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

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[1] Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of AIG . The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

At no charge, you can also have these credit bureaus place a "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below.

Equifax	Experian	TransUnion
P.O. Box 105069	P.O. Box 2002	P.O. Box 2000
Atlanta, GA 30348	Allen, TX 75013	Chester, PA 19022-2000
800-525-6285	888-397-3742	800-680-7289
www.equifax.com	www.experian.com	www.transunion.com

You may also place a security freeze on your credit reports. A security freeze prohibits a credit bureau from releasing any information from a consumer's credit report without the consumer's written authorization. However, please be advised that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing or other services.

If you have been a victim of identity theft, and you provide the credit bureau with a valid police report, it cannot charge you to place, list or remove a security freeze. In all other cases, a credit bureau may charge you a fee to place, temporarily lift, or permanently remove a security freeze. You will need to place a security freeze separately with each of the three major credit bureaus listed above if you wish to place the freeze on all of your credit files.

To find our more on how to place a security freeze, you can use the following contact information:

Equifax Security Freeze	Experian Security Freeze	TransUnion Fraud Victim Assistance
P.O. Box 105788	P.O. Box 9554	P.O. Box 2000
Atlanta, GA 30348	Allen, TX 75013	Chester, PA 19022
1-800-685-1111	1-888-397-3742	Fraud Division
(NY residents please call 1-800-349-9960)	www.experian.com/freeze/center.html	888-909-8872
www.equifax.com/help/credit-freeze/en_cp		www.transunion.com/securityfreeze

You can further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself, by contacting your state Attorney General or the Federal Trade Commission. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue, NW, Washington, DC 20580; www.ftc.gov/idtheft; 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. **For Maryland residents**, the Attorney General can be contacted at 200 St. Paul Place, 16th Floor, Baltimore, MD 21202, 1-888-743-0023, www.oag.state.md.us. **For North Carolina residents**, the Attorney General can be contacted by mail at 9001 Mail Service Center, Raleigh, NC 27699-9001; toll-free at 1-877-566-7226; by phone at 1-919-716-6400; and online at www.ncdoj.gov. Instances of known or suspected identity theft should be reported to law enforcement, your Attorney General, and the FTC.