

**Traphagen & Traphagen CPAs, LLC**  
Return Mail Processing Center  
PO Box 6336  
Portland, OR 97228-6336

cc: mail id: <>  
<> First Name <> <> Last Name <>  
<> Street Address <>  
<> City <> <> State <> <> Zip <>

<> Date <>

**RE: Notice of Data Breach**

Dear <> First Name <> <> Last Name <>:

We are writing to let you know about a recent data incident that may affect the security of your personal information. We take this incident very seriously and are writing to provide information on the incident, and access to resources you can use to protect your personal information should you feel it is appropriate to do so.

**What Happened?** We noticed several client IRS tax filings were not accepted and also several clients received letters from the IRS. We notified our external IT expert and began to investigate this activity that occurred between September 14, 2015 and September 24, 2015. Our IT expert identified unauthorized access of data in our document retention system. We discovered this on February 24, 2016.

**What Information Was Involved?** The information accessed may have included name [driver's license number, financial account information, date of birth, username, password] and social security number. If any information related to your spouse or dependents was involved, we will be sending them a notice as well.

**What We Are Doing?** While we cannot say if any of the unaccepted tax filings or letters from the IRS were a result of this incident, we are offering you and any impacted minors a complimentary one year membership in Family Secure® from Experian®. Family Secure monitors your Experian credit report to notify you of key changes. In addition, Family Secure will tell you if the minor has a credit report, a potential sign that his or her identity has been stolen.

To receive the complimentary Family Secure product, you as the parent must enroll at the web site with your activation code listed below. This activation code can only be used by the parent or guardian of the minor. Please keep in mind that once activated, the code cannot be re-used for another enrollment. So please enroll yourself and any impacted minors at the same time. As noted above, minors impacted by this incident will receive their own letter.

Beginning in July of this year, Traphagen & Traphagen CPAs will be completing Form 14039 (Identity Theft Affidavit), where necessary. According to the current IRS procedure, the IRS will then send a letter which includes instructions on obtaining a Personal Identification Number (PIN); that PIN number will be included on your 2016 tax filing.

We have also enclosed general information on Steps You Can Take to Prevent Identity Theft and Fraud which contains further guidance regarding how you may wish to protect your personal information.

We take this incident, and the security of your personal information, very seriously. Traphagen & Traphagen has stringent security measures in place for the security of information in our possession.

As part of our ongoing commitment to the security of personal information in our care, we are establishing a new document retention system to better protect against similar incidents from occurring in the future.

**What You Can Do?** You can review the enclosed Steps You Can Take to Prevent Identity Theft and Fraud. You can also enroll in the services being offered by performing the following steps:

### Activate Family Secure Now in Three Easy Steps

1. ENSURE That You Enroll By: 6/30/2016 (Your code will not work after this date.)
2. VISIT the Family Secure Web Site to enroll: <http://www.familysecure.com/enroll>
3. PROVIDE Your Activation Code: [code]

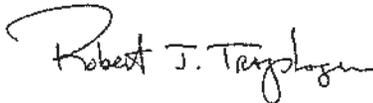
If you have questions or need an alternative to enrolling online, please call (888) 276-0529 and provide engagement #: PC100100.

You can find out more about the Family Secure product in the Steps You Can Take to Prevent Identity Theft and Fraud.

**For More Information.** We understand that you may have questions about this incident that are not addressed in this letter. If you have additional questions, please call our dedicated assistance line at (844) 789-7060, Monday through Friday, 9 a.m. to 9 p.m. EST.

Traphagen & Traphagen takes the privacy of personal information in our care seriously. We sincerely regret any inconvenience or concern this incident has caused you.

Sincerely,



Traphagen and Traphagen CPAs  
Robert J. Traphagen, CPA, Managing Partner

enclosure

## **STEPS YOU CAN TAKE TO PREVENT IDENTITY THEFT AND FRAUD**

### **What features does your 12-MONTH Family Secure membership include once activated?**

#### **Parent or Legal Guardian:**

- Daily monitoring of your Experian credit report with email notification of key changes, as well as monthly “no-hit” reports
- 24/7 credit report access: Unlimited, on-demand Experian reports and scores
- Experian credit score illustrator to show monthly score trending and analysis.

#### **Children:**

- Monthly monitoring to determine whether enrolled minors in your household have an Experian credit report
- Alerts of key changes to your children’s Experian credit report

#### **All Members:**

- Identity Theft Resolution assistance: 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 contacting credit grantors to dispute charges and close accounts including credit, debit and medical insurance cards; assist with freezing credit files; contact government agencies
- \$2,000,000 Product Guarantee\*

Once your enrollment in Family Secure is complete, you should carefully review your credit report for inaccurate or suspicious items. If you have any questions about Family Secure, 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 888-276-0529.

You may take action directly to further protect yourself against possible identity theft.

We encourage you to remain vigilant against 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](http://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.

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  
P.O. Box 105069  
Atlanta, GA 30348  
800-525-6285  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 2002  
Allen, TX 75013  
888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion  
P.O. Box 2000  
Chester, PA 19022-2000  
800-680-7289  
[www.transunion.com](http://www.transunion.com)

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\* The Family Secure Product Guarantee is not available for Individuals who are residents of the state of New York

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 a freeze on all of your credit files. To find out more on how to place a security freeze, you can use the following contact information:

Equifax Security Freeze  
P.O. Box 105788  
Atlanta, GA 30348  
1-800-685-1111  
(NY residents please call  
1-800-349-9960)  
[www.equifax.com](http://www.equifax.com)  
[/help/credit-freeze/en\\_cp](http://help/credit-freeze/en_cp)

Experian Security Freeze  
P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)  
[/freeze/center.html](http://freeze/center.html)

TransUnion Security Freeze  
P.O. Box 2000  
Chester, PA 19022-2000  
888-909-8872  
[www.transunion.com](http://www.transunion.com)  
[/freeze](http://freeze)

You can further educate yourself regarding identity theft, fraud alerts, and the steps you can take to protect yourself, by contacting the Federal Trade Commission or your state Attorney General. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, [www.ftc.gov/idtheft/](http://www.ftc.gov/idtheft/), 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above.