

Letterhead

[First Name] [Last Name]
[Address1] [Address2]
[City, State Zip]

DATE

NOTICE OF DATA BREACH

Dear [Name]:

We are writing to provide you with details about a data incident involving Cary E. Williams CPA. You are receiving this letter because you are either an employee, shareholder, trustee, or partner of a Cary E. Williams CPA client, and therefore some of your information was needed for their tax purposes.

What Happened?

On January 29, 2018, we discovered that parts of our network were subject to a ransomware attack. We immediately contacted our IT consultant, who stopped its migration and began an investigation into the matter. We also began running deep scans and reviewing our systems to identify potential malicious malware on our network and its source. Additionally, we have changed all system passwords and sought further outside support by hiring a specialized forensic IT investigator to lead those efforts.

On February 24, 2018, the specialized forensic IT firm concluded its investigation determining that hackers had gained unauthorized access to our system from unrecognized IP addresses. Through their investigation we have discovered that the unauthorized access occurred through Remote Desktop Protocol between January 5, 2018 and February 2, 2018.

What Information Was Involved?

This information may have included your: full name, address, Social Security number, and earnings information from that entity.

What We Are Doing.

In addition to the steps outlined above, we notified the FBI, the IRS, all three credit bureaus, and applicable state agencies. We have also reviewed office procedures with our IT consultant and replaced impacted hard drives to eliminate malicious remnants on our system. Lastly, we will work with law enforcement in any criminal investigation.

As an added precaution, we are offering Equifax's Credit Watch Gold with WebDetect identity theft protection services for one year at no charge to you. A description of this product is provided in the attached material, which also contains instructions about how to enroll (including your personal activation code). If you choose to take advantage of this product, it will provide you with Comprehensive credit file monitoring and automated alerts of key changes to your Equifax credit report, up to \$25,000 Identity Theft Insurance Coverage, and access to your Equifax credit report. You must complete the enrollment process by June 30, 2018. We strongly recommend you consider enrolling in this product, at our expense, and reviewing the Additional Resources enclosed with this letter.

What You Can Do.

We encourage you to take advantage of the complimentary credit services we are providing. Additionally, we strongly recommend that you review the enclosed 'Recommended Steps to Help Protect Your Information' to safeguard your information.

For More Information.

In our decades of business, this is our first direct encounter with cyber-crime. Protecting your information is incredibly important to us, as is addressing this incident with the information and assistance you may need. If you have any questions, contact us at PO Box 965, Leakesville, MS 39451, or call (601) 394-5017.

Very truly yours,

Cary E. Williams, CPA



Enter your Activation Code: <INSERT ACTIVATION CODE>
Enrollment Deadline: June 30, 2018

Product Information

Equifax® Credit Watch™ Gold with WebDetect Features

- Equifax® credit file monitoring and alerts to key changes to your Equifax credit report
- Wireless alerts (available online only) Data charges may apply.
- Access to your Equifax credit report
- Internet Scanning¹ Monitors suspicious web sites for your Social Security, Passport, Credit Card, Bank, and Insurance Policy Numbers, and alerts you if your private information is found there.
- Automatic Fraud Alerts² with a fraud alert, potential lenders are encouraged to take extra steps to verify your ID before extending credit
- Up to \$25,000 Identity Theft Insurance³
- Live agent Customer Service 7 days a week from 8 a.m. to 3 a.m.

Enrollment Instructions

To sign up online for online delivery go to www.myservices.equifax.com/goldscan

- 1. Welcome Page:** Enter the Activation Code provided at the top of this page in the “Activation Code” box and click the “Submit” button.
- 2. Register:** Complete the form with your contact information (name, gender, home address, date of birth, Social Security Number and telephone number) and click the “Continue” button.
- 3. Create Account:** Complete the form with your email address, create a User Name and Password, check the box to accept the Terms of Use and click the “Continue” button.
- 4. Verify ID:** The system will then ask you up to four security questions to verify your identity. Please answer the questions and click the “Submit Order” button.
- 5. Order Confirmation:** This page shows you your completed enrollment. Please click the “View My Product” button to access the product features.

¹Internet scanning, will scan for your Social Security number (if you choose to), up to 5 bank account numbers, up to 6 credit/debit card numbers you provide, up to 3 email addresses, up to 10 medical ID numbers, and up to 5 passport numbers. Internet scanning scans thousands of Internet sites where consumers' personal information is suspected of being bought and sold, and is constantly adding new sites to those it searches. However, the Internet addresses of these suspected Internet trading sites are not published and frequently change, so there is no guarantee that Internet scanning is able to locate and search every possible Internet site where consumers' personal information is at risk of being traded.

²The Automatic Fraud Alert feature made available to consumers by Equifax Information Services LLC and fulfilled on its behalf by Equifax Consumer Services LLC.

³ Identity theft insurance is underwritten by American Bankers Insurance Company of Florida or its affiliates. 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.

Information about Identity Theft Protection

We recommend you remain vigilant with respect to reviewing your account statements and credit reports, and promptly report any suspicious activity or suspected identity theft to the proper law enforcement authorities, including local law enforcement, your state's attorney general and/or the Federal Trade Commission ("FTC"). You may contact the FTC or your state's regulatory authority to obtain additional information about avoiding identity theft.

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

California Residents: Visit the California Office of Privacy Protection (www.privacy.ca.gov) for additional information on protection against identity theft.

Iowa Residents: You may report suspected incidents of identity theft to the Iowa Office of the Attorney General:

Iowa Office of the Attorney General, Consumer Protection Division
Hoover State Office Building, 1305 E. Walnut St., Des Moines, IA 50319-0106, Telephone: 888-777-4590,
www.iowaattorneygeneral.gov

Maryland Residents: You may also obtain information about preventing and avoiding identity theft from the Maryland Office of the Attorney General:

Maryland Office of the Attorney General, Consumer Protection Division
200 St. Paul Place, Baltimore, MD 21202, 1-888-743-0023, www.oag.state.md.us

North Carolina Residents: You may also obtain information about preventing and avoiding identity theft from the North Carolina Attorney General's Office:

North Carolina Attorney General's Office, Consumer Protection Division
9001 Mail Service Center, Raleigh, NC 27699-9001, 1-877-5-NO-SCAM, www.ncdoj.gov

Oregon Residents: Oregon Department of Justice, 1162 Court Street NE, Salem, OR 97301-4096,
www.doj.state.or.us/, Telephone: 877-877-9392

New Mexico Residents: You have rights pursuant to the Fair Credit Reporting Act, such as the right to be told if information in your credit file has been used against you, the right to know what is in your credit file, the right to ask for your credit score, and the right to dispute incomplete or inaccurate information. Further, pursuant to the Fair Credit Reporting Act, the consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information; consumer reporting agencies may not report outdated negative information; access to your file is limited; you must give your consent for credit reports to be provided to employers; you may limit "prescreened" offers of credit and insurance you get based on information in your credit report; and you may seek damages from violators. You may have additional rights under the Fair Credit Reporting Act not summarized here. Identity theft victims and active duty military personnel have specific additional rights pursuant to the Fair Credit Reporting Act. We encourage you to review your rights pursuant to the Fair Credit Reporting Act by visiting <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>, or by writing Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

Fraud Alerts: There are also two types of fraud alerts that you can place on your credit report to put your creditors on notice that you may be a victim of fraud: an initial alert and an extended alert. You may ask that an initial fraud alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert stays on your credit report for at least 90 days. You may have an extended alert placed on your credit report if you have already been a victim of identity theft with the appropriate documentary proof. An extended fraud alert stays on your credit report for seven years. You can place a fraud alert on your credit report by calling the toll-free fraud number of any of the three national credit reporting agencies listed below.

Equifax: 1-888-766-0008, www.equifax.com
Experian: 1-888-397-3742, www.experian.com
TransUnion: 1-800-680-7289, fraud.transunion.com

Credit Freezes: You may have the right to put a credit freeze, also known as a security freeze, on your credit file, so that no new credit can be opened in your name without the use of a PIN number that is issued to you when you initiate a freeze. A credit freeze is designed to prevent potential credit grantors from accessing your credit report without your consent. If you place a credit freeze, potential creditors and other third parties will not be able to get access to your credit report unless you temporarily lift the freeze. Therefore, using a credit freeze may delay your ability to obtain credit. In addition, you may incur fees to place, lift and/or remove a credit freeze. Credit freeze laws vary from state to state. The cost of placing, temporarily lifting, and removing a credit

freeze also varies by state, generally \$5 to \$20 per action at each credit reporting company. *Unlike a fraud alert, you must separately place a credit freeze on your credit file at each credit reporting company.* Since the instructions for how to establish a credit freeze differ from state to state, please contact the three major credit reporting companies as specified below to find out more information:

Equifax: P.O. Box 105788, Atlanta, GA 30348, www.equifax.com
Experian: P.O. Box 9554, Allen, TX 75013, www.experian.com
TransUnion LLC: P.O. Box 2000, Chester, PA, 19022-2000, freeze.transunion.com

You can obtain more information about fraud alerts and credit freezes by contacting the FTC or one of the national credit reporting agencies listed above.