



00074  
JOHN Q. SAMPLE  
1234 MAIN STREET  
ANYTOWN US 12345-6789

August 20, 2018

**Re: Notice of Data Breach**

Dear John Sample:

Whitmer & Company CPA's, LLP is writing to inform you of an event that may impact the security of certain information relating to you. We take this incident seriously and while we are unaware of any actual or attempted misuse of your information, we are providing you with information about the event and access to resources so that you can better protect against the possibility of identity theft or fraud, should you feel it is appropriate to do so.

**What Happened?** On April 2, 2018, Whitmer & Company CPA's, LLP discovered an unknown actor gained unauthorized access to an employee's email account between December 24, 2017 and December 29, 2017. We immediately began an investigation to confirm the security of our network and determine the nature and scope of the event. While the investigation is ongoing, we confirmed on June 12, 2018 that certain information relating to you was present in the email account and accessible to the unknown actor; however, we cannot confirm if this actor actually viewed the information relating to you.

**What Information Was Involved?** The email account contained the following information relating to you at the time the account was subject to unauthorized access: [REDACTED].

**What We Are Doing.** We take this incident and the security of information in our care seriously. We have security measures in place to protect data in our care, and are working diligently to further enhance these protections and ensure the ongoing security of our networks.

In addition to providing notice of this incident to you and while we are unaware of any actual or attempted misuse of your information, we are offering you access to 3 years of credit monitoring and identity restoration services with AllClear ID at no cost to you. The cost of this service will be paid for by Whitmer & Company CPA's, LLP. We encourage you to enroll in these services, as we are not able to act on your behalf to do so.

**What You Can Do.** Please review the enclosed "Steps You Can Take to Better Protect Against Identity Theft and Fraud." You can also enroll to receive the free credit monitoring and identity theft protection services we are offering to you.

**For More Information.** We understand that you may have questions about this incident that are not addressed in this letter. If you have questions, please call us at **513-381-8010**.

Again, Whitmer & Company CPA's, LLP takes the privacy and security of personal information in our care seriously. We sincerely regret any inconvenience or concern this incident has caused you.

Sincerely,

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Whitmer & Company CPA's, LLP



01-02-5-00

## STEPS YOU CAN TAKE TO BETTER PROTECT AGAINST IDENTITY THEFT AND FRAUD

### Enroll in Credit Monitoring

As an added precaution, we have arranged to have AllClear ID protect your identity for 36 months at no cost to you. The following identity protection services start on the date of this notice and you can use them at any time during the next 36 months.

**AllClear Identity Repair:** This service is automatically available to you with no enrollment required. If a problem arises, simply call 1-866-979-2595 and a dedicated investigator will help recover financial losses, restore your credit and make sure your identity is returned to its proper condition.

**AllClear Fraud Alerts with Credit Monitoring:** This service offers the ability to set, renew, and remove 90-day fraud alerts on your credit file to help protect you from credit fraud. In addition, it provides credit monitoring services, a once annual credit score and credit report, and a \$1 million identity theft insurance policy. To enroll in this service, you will need to provide your personal information to AllClear ID. You may sign up online at [enroll.allclearid.com](http://enroll.allclearid.com) or by phone by calling 1-866-979-2595 using the following redemption code: Redemption Code.

Please note: Following enrollment, additional steps are required by you in order to activate your phone alerts and fraud alerts, and to pull your credit score and credit file. Additional steps may also be required in order to activate your monitoring options.

### Monitor Your Accounts

**Credit Reports.** We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your personal account statements and monitoring your free credit reports for suspicious activity and to detect errors. 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. Contact information for the credit reporting agencies can be found below.

**Fraud Alerts.** At no charge, you can also have the three major 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  
1-800-525-6285  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 2002  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion  
P.O. Box 2000  
Chester, PA 19016  
1-800-680-7289  
[www.transunion.com](http://www.transunion.com)

**Security Freeze.** 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, lift, 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. Fees vary based on where you live, but commonly range from \$3 to \$15. 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. In order to request a security freeze, you will need to supply your full name, address, date of birth, Social Security number, current address, all addresses for up to five previous years, email address, a copy of your state identification card or driver’s license, and a copy of a utility bill, bank or insurance statement, or other statement proving residence. 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  
[www.freeze.equifax.com](http://www.freeze.equifax.com)

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

TransUnion  
P.O. Box 2000  
Chester, PA 19016  
1-888-909-8872  
[www.transunion.com/  
credit-freeze/place-credit-freeze](http://www.transunion.com/credit-freeze/place-credit-freeze)

### **Additional Information**

You can further educate yourself regarding identity theft, security freezes, fraud alerts, and the steps you can take to protect yourself against identity theft and fraud 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.identitytheft.gov](http://www.identitytheft.gov); 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission encourages those who discover that their information has been misused to file a complaint with them. Instances of known or suspected identity theft should be reported to law enforcement, the Federal Trade Commission, and your state Attorney General. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a crime report or incident report with law enforcement for identity theft, you will likely need to provide some kind of proof that you have been a victim. This notice has not been delayed as the result of a law enforcement investigation.

***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](http://www.ncdoj.gov).