



Koch & Hoos, LLC

A Political Accounting and Compliance Firm

Koch & Hoos, LLC
PO Box 1154
Alexandria, VA 22313

October 3, 2018



##E0824-L01-0123456
SAMPLE A SAMPLE - LETTER 1
123 ANY ST
ANYTOWN, US 12345-6789

Dear Sample A Sample:

I am the Treasurer contracted by Alaskans for Dan Sullivan (the Campaign) to ensure its contributions are properly deposited and reported to the Federal Election Commission in accordance with federal law. I am writing to notify you of a data security incident involving the Campaign that implicated your personal information. I, as well as the Campaign, sincerely regret that this occurred and any concern it may cause you.

What Happened

We have learned that an unidentified third party gained unauthorized access to files maintained by a third-party vendor of the Campaign that contained certain information about a small number of donors to the Campaign.

What Information Was Involved

The Campaign has been diligently investigating this incident with the assistance of professional forensic experts and legal counsel, and has also notified law enforcement. This investigation determined that the compromised files contained a scanned copy of your donation check. As a result, the unidentified third party could have gained access to the same information that any recipient of your personal check would receive. However, the Campaign has never possessed any additional information about your checking account such as any security code or password, and therefore no such information was available on the drive accessed by the unidentified third party. In addition, the investigation was not able to determine whether the unauthorized third party actually viewed or downloaded a copy of the check. We have no indication at this time that your information has been misused. Nevertheless, out of an abundance of caution, we felt it was important to notify you.

What We Are Doing

Upon learning of the incident, the Campaign commenced an investigation, promptly notified law enforcement, ensured all Campaign files were removed from the compromised drive, and instituted additional measures to enhance the security of Campaign donor information and to help prevent similar incidents from occurring in the future.

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What You Can Do

We encourage you to remain vigilant and take steps to protect against identity theft or fraud, including monitoring your accounts and free credit reports for signs of suspicious activity. We also advise you to report any incidents of identity theft or fraud to local law enforcement or to your state Attorney General.

Enclosed are additional actions you can consider taking to reduce the chances of identity theft or fraud on your account(s), and the contact details for your state Attorney General.

For More Information

If you have any questions or concerns, please contact:

Megan Newton
c/o Jones Day
51 Louisiana Ave. NW
Washington, DC 20001
202-879-3986
mnewton@jonesday.com

We are fully committed to protecting your information and regret that this incident occurred. We will diligently work to maintain the security of your information.

Sincerely,



Timothy A. Koch
Treasurer
Alaskans For Dan Sullivan

**ADDITIONAL ACTIONS TO HELP REDUCE YOUR
CHANCES OF IDENTITY THEFT**

⇒ **PLACE A 90-DAY FRAUD ALERT ON YOUR CREDIT FILE**

An **initial 90 day security alert** indicates to anyone requesting your credit file that you suspect you are a victim of fraud. When you or someone else attempts to open a credit account in your name, increase the credit limit on an existing account, or obtain a new card on an existing account, the lender should take steps to verify that you have authorized the request. If the creditor cannot verify this, the request should not be satisfied. You may contact one of the credit reporting companies below for assistance.

Equifax
1-800-525-6285
www.equifax.com

Experian
1-888-397-3742
www.experian.com

TransUnion
1-800-680-7289
www.transunion.com

⇒ **ORDER YOUR FREE ANNUAL CREDIT REPORTS**

Visit www.annualcreditreport.com or call 877-322-8228. Once you receive your credit reports, review them for discrepancies. Identify any accounts you did not open or inquiries from creditors that you did not authorize. Verify all information is correct. If you have questions or notice incorrect information, contact the credit reporting company.

⇒ **MANAGE YOUR PERSONAL INFORMATION**

Take steps such as: carrying only essential documents with you; being aware of whom you are sharing your personal information with and shredding receipts, statements, and other sensitive information.

⇒ **USE TOOLS FROM CREDIT PROVIDERS**

Carefully review your credit reports and bank, credit card and other account statements. Be proactive and create alerts on credit cards and bank accounts to notify you of activity. If you discover unauthorized or suspicious activity on your credit report or by any other means, file an identity theft report with your local police and contact a credit reporting company.

⇒ **OBTAIN MORE INFORMATION ABOUT IDENTITY THEFT AND WAYS TO PROTECT YOURSELF**

- Visit <http://www.experian.com/credit-advice/topic-fraud-and-identity-theft.html> for general information regarding protecting your identity.
- The Federal Trade Commission has an identity theft hotline: 877-438-4338; TTY: 1-866-653-4261. They also provide information on-line at www.ftc.gov/idtheft.

PLACING A SECURITY FREEZE ON YOUR CREDIT FILE

A security freeze prohibits a credit reporting agency from releasing any information from a consumer's credit report without written authorization. However, please be aware 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 reporting agency with a valid police report, it cannot charge you to place, lift, or remove a security freeze. In all other cases, a credit reporting agency may charge you up to \$5.00 each to place, temporarily lift, or permanently remove a security freeze.

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To place a security freeze on your credit report, you must send a written request to each of the three major consumer reporting agencies: Equifax (www.equifax.com); Experian (www.experian.com); and TransUnion (www.transunion.com) by regular, certified, or overnight mail at the addresses below:

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013

Trans Union Security Freeze
Fraud Victim Assistance Department
P.O. Box 6790
Fullerton, CA 92834

In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security Number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver's license or ID card, military identification, etc.)
7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft;
8. If you are not a victim of identity theft, include payment by check, money order, or credit card (Visa, MasterCard, American Express, or Discover only). Do not send cash through the mail.

The credit reporting agencies have three (3) business days after receiving your request to place a security freeze on your credit report. The credit bureaus must also send written confirmation to you within five (5) business days and provide you with a unique personal identification number (PIN) or password, or both, that can be used by you to authorize the removal or lifting of the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must call or send a written request to the credit reporting agencies by mail and include proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze as well as the identities of those entities or individuals you would like to receive your credit report or the specific period of time you want the credit report available. The credit reporting agencies have three (3) business days after receiving your request to lift the security freeze for those identified entities or for the specified period of time.

To remove the security freeze, you must send a written request to each of the three credit bureaus by mail and include proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have three (3) business days after receiving your request to remove the security freeze.

Contacting Your State Attorneys General

You may contact the FTC, local law enforcement, or your state attorney general to report suspected identity theft or request information on how to prevent it.

- **Maryland:** Office of the Attorney General of Maryland, 200 St. Paul Place Baltimore, MD 21202, www.marylandattorneygeneral.gov, 1-888-743-0023
- **Oregon:** Oregon Department of Justice, 1162 Court St. NE, Salem, OR 97301-4096, www.doj.state.or.us, 1-877-877-9392
- **Virginia:** Virginia Attorney General's Office 202 North 9th Street, Richmond, VA 23219, <https://www.oag.state.va.us/> 1 (804)786-2071
- Contact information for the other Attorneys General is available at www.naag.org/current-attorneys-general.php.

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