

c/o Return Processing Center
P.O. Box 3826
Suwanee, GA 30024



VIA FIRST-CLASS MAIL

Postal Endorsement Line

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<<Date>>

Notice of <<Variable Data 1>>

Dear <<First Name>> <<Last Name>>,

Comyns, Smith, McCleary & Deaver LLP (“CSMD”) is writing to inform you of a recent data security incident that may have resulted in unauthorized access to your personal information. While we are unaware of any fraudulent misuse of your personal information at this time, we are providing you with steps we have taken in response to the incident and resources available to help you protect against the potential misuse of your information.

What Information Was Involved?

Upon discovery of the incident, CSMD immediately engaged a specialized third-party cybersecurity firm to conduct a comprehensive investigation to determine the nature and scope of the incident. Based on the findings from the investigation CSMD determined that the following types of information related to you may have been subject to unauthorized access: name, <<breached elements>>.

What We Are Doing

Data privacy and security is among CSMD’s highest priorities, and we are committed to doing everything we can to protect the privacy and security of the personal information within our care. Since the discovery of the incident, CSMD moved quickly to investigate, respond, and confirm the security of its environment. Specifically, CSMD changed all user credentials, enhanced the security measures, and took steps and will continue to take steps to mitigate the risk of future harm.

In light of the incident, we are providing you with access to **Single Bureau Credit Monitoring/Single Bureau Credit Report/Single Bureau Credit Score** services at no charge. These services provide you with alerts for <<CM Duration>> from the date of enrollment when changes occur to your credit file. This notification is sent to you on the same day that the change or update takes place with the bureau. Finally, we are providing you with proactive fraud assistance to help with any questions that you might have or in the unlikely event that you become a victim of fraud. These services will be provided by HaystackID, a company specializing in fraud assistance and remediation services.

What You Can Do

To enroll in Credit Monitoring services at no charge, please log on to www.privacysolutions.com and follow the instructions provided. When prompted please provide the following unique code to receive services: <<Activation Code>>. In order for you to receive the monitoring services described above, you must enroll within ninety (90) days from the date of this letter. Enrollment requires an internet connection and e-mail account and may not be available to minors under the age of eighteen.

(18) years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

We encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports for suspicious or unauthorized activity. Additionally, security experts suggest that you contact your financial institution and all major credit bureaus to inform them of such a breach and then take whatever steps are recommended to protect your interests, including the possible placement of a fraud alert on your credit file. Please review the enclosed *ADDITIONAL RESOURCES TO HELP PROTECT YOUR INFORMATION*, to learn more about how to protect against the possibility of information misuse.

We would like to reiterate, at this time, there is no evidence that your information was misused by third parties as a result of this incident. However, we encourage you to take full advantage of the services offered out of an abundance of caution.

Rights for Massachusetts Residents

You have the right to file or obtain a police report if you experience identity 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 proof that you have been a victim. A police report is often required to dispute fraudulent items. You can generally report suspected incidents of identity theft to local law enforcement or to the Attorney General.

You have the right to place a security freeze on your credit report at no charge. A security freeze is intended to prevent credit, loans, and services from being approved in your name without your consent. To place a security freeze on your credit report, please review the enclosed Steps You Can Take to Help Protect Your Information.

For More Information

If you have any questions or concerns not addressed in this letter, please call 855-260-7929 (toll free) during the hours of 9:00 am to 9:00 pm Eastern time, Monday through Friday (excluding U.S. national holidays).

CSMD sincerely regrets any concern or inconvenience this matter may cause and remains dedicated to ensuring the privacy and security of all information within its control.

Sincerely,

Comyns, Smith, McCleary & Deaver LLP

ADDITIONAL RESOURCES TO HELP PROTECT YOUR INFORMATION

Tax PIN Any taxpayer can proactively request a six-digit Identity Protection PIN (IP PIN) to ensure no one else files their return without authorization. An IP PIN is used by the IRS to verify your identity when filing your electronic or paper tax return. To receive an IP Pin, you must register to validate your identity at IRS.gov. Use the Get an IP PIN tool available between mid-January through mid-November to receive your IP PIN. Instructions for obtaining an IP PIN are available at <https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin>. If a taxpayer suspects fraudulent activity, such as a return submitted without their authorization, they should complete IRS Form 14309 Identity Theft Affidavit at <https://www.irs.gov/dmaf/form/14039>.

Monitor Your Accounts We recommend that you remain vigilant for incidents of fraud or identity theft by regularly reviewing your credit reports and financial accounts for any suspicious activity. You should contact the reporting agency using the phone number on the credit report if you find any inaccuracies with your information or if you do not recognize any of the account activity.

You may obtain a free copy of your credit report by visiting www.annualcreditreport.com, calling toll-free at 1-877-322-8228, or by mailing a completed Annual Credit Report Request Form (available at www.annualcreditreport.com) to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281. You may also purchase a copy of your credit report for a fee by contacting one or more of the three national credit reporting agencies.

You have rights under the federal Fair Credit Reporting Act (FCRA). The FCRA governs the collection and use of information about you that is reported by consumer reporting agencies. You can obtain additional information about your rights under the FCRA by visiting <https://www.ftc.gov/legal-library/browse/statutes/fair-credit-reporting-act>.

Credit Freeze You have the right to add, temporarily lift and remove a credit freeze, also known as a security freeze, on your credit report at no cost. A credit freeze prevents all third parties, such as credit lenders or other companies, whose use is not exempt under law, from accessing your credit file without your consent. If you have a freeze, you must remove or temporarily lift it to apply for credit. Spouses can request freezes for each other as long as they pass authentication. You can also request a freeze for someone if you have a valid Power of Attorney. If you are a parent/guardian/representative you can request a freeze for a minor 15 and younger. To add a security freeze on your credit report you must make a separate request to each of the three national consumer reporting agencies by phone, online, or by mail by following the instructions found at their websites (see “Contact Information” below). The following information must be included when requesting a security freeze: (i) full name, with middle initial and any suffixes; (ii) Social Security number; (iii) date of birth (month, day, and year); (iv) current address and any previous addresses for the past five (5) years; (v) proof of current address (such as a copy of a government-issued identification card, a recent utility or telephone bill, or bank or insurance statement); and (vi) other personal information as required by the applicable credit reporting agency.

Fraud Alert You have the right to add, extend, or remove a fraud alert on your credit file at no cost. A fraud alert is a statement that is added to your credit file that will notify potential credit grantors that you may be or have been a victim of identity theft. Before they extend credit, they should use reasonable procedures to verify your identity. Please note that, unlike a credit freeze, a fraud alert only notifies lenders to verify your identity before extending new credit, but it does not block access to your credit report. Fraud alerts are free to add and are valid for one year. Victims of identity theft can obtain an extended fraud alert for seven years. You can add a fraud alert by sending your request to any one of the three national reporting agencies by phone, online, or by mail by following the instructions found at their websites (see “Contact Information” below). The agency you contact will then contact the other credit agencies.

Federal Trade Commission For more information about credit freezes and fraud alerts and other steps you can take to protect yourself against identity theft, you can contact the Federal Trade Commission (FTC) at 600 Pennsylvania Avenue NW, Washington, DC 20580, www.identitytheft.gov, 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.

You should also report instances of known or suspected identity theft to local law enforcement and the Attorney General's office in your home state and you have the right to file a police report and obtain a copy of your police report.