EXHIBIT A

Anthony & Dodge, PC 227 Willow St, Suite B101 South Hamilton, MA 01982

<<Name 1>> <<Name 2>> <<Address 1>> <<Address 2>> <<City>>, <<State>> <<Zip>>

<<Date>>

Dear <<<Name 1>> <<<Name 2>>:

We write to inform you of a data security event at Anthony & Dodge PC ("Anthony & Dodge"). You are receiving this letter because your personal information was involved in the event.

<u>What Happened</u>: On February 21, 2025, Anthony & Dodge became aware that an employee launched an invitation to a video conference received from a prospective client. Unbeknownst to Anthony & Dodge and the employee, the invite downloaded malware to the computer used by the employee. Upon becoming aware, Anthony & Dodge launched an investigation into the nature and scope of the event. On February 22, 2025, Anthony & Dodge learned that the perpetrators had filed four fraudulent tax returns using the employee's computer and the cloud-based tax preparation application we use called CCH AccessTM. We immediately disabled both the computer and the perpetrator's access to CCH AccessTM.

To support Anthony & Dodge's incident response efforts, the firm retained outside privacy counsel, who engaged a thirdparty experts to conduct the digital forensic investigation. The investigation determined that an unauthorized actor gained access to certain client tax preparation files in CCH AccessTM, on Anthony & Dodge's network, for limited periods of time between February 21, 2025, and February 22, 2025. You are receiving this letter because your information was contained in a file involved in this matter.

What Data Was Affected: The file involved contained your name, financial account information, and/or Social Security number.

<u>What Have We Done to Protect You</u>: Since this matter involves certain tax preparation information, Anthony & Dodge immediately contacted the cybersecurity division of the Internal Revenue Service ("IRS") to implement safeguards to mitigate the potential electronic filing of additional fraudulent tax returns. We provided the IRS the information necessary to activate the IRS's advanced fraud detection and prevention system, called Return Integrity Compliance Services ("RICS"). As a result, the IRS has implemented advanced mechanisms to detect and prevent the potential electronic filing of a fraudulent return for you for this tax year. Importantly, if Anthony & Dodge or you have already filed a tax return this year, another fraudulent return cannot be electronically filed in your name or using your Social Security number.

As an added precaution, we are offering you access to credit monitoring and identify restoration services for <<12/24>> months at no cost to you, through Experian. Enrollment instructions are enclosed within this letter.

<u>What You Should Do to Protect Yourself</u>: We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your account statements and monitoring your free credit reports for suspicious activity and to detect errors. Any suspicious activity should be promptly reported to your bank, credit card company, or other applicable institution. Additional information and resources are included in the *Steps You Can Take to Protect Personal Information* section of this letter. You may also enroll in the complimentary credit-monitoring services available to you. We encourage you to enroll in these services as we are unable to do so on your behalf.

<u>Enrollment Instructions</u>: To help protect your identity, we are offering complimentary access to Experian IdentityWorksSM for <<12/24>>> months.

If you believe there was fraudulent use of your information as a result of this incident and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent. If, after discussing your situation with an agent, it is determined that identity restoration support is needed then an Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred from the date of the incident (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a

freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

Please note that Identity Restoration is available to you for <<12/24>> months from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at www.ExperianIDWorks.com/restoration.

While identity restoration assistance is <u>immediately available to you</u>, we also encourage you to activate the fraud detection tools available through Experian IdentityWorks as a complimentary <<12/24>>-month membership. This product provides you with superior identity detection and resolution of identity theft. To start monitoring your personal information, please follow the steps below:

- Ensure that you **enroll by** July 31, 2025, by 11:59 pm UTC (Your code will not work after this date.)
- Visit the Experian IdentityWorks website to enroll: <u>https://www.experianidworks.com/3bcredit</u>
- Provide your activation code: <<Activation Code>>

If you have questions about the product, need assistance with Identity Restoration that arose as a result of this incident or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team by July 31, 2025, at 1-877-288-8057, Monday – Friday, 8AM – 8PM Central Time (excluding major U.S. holidays). Be prepared to provide engagement number << B144605/B144606>> as proof of eligibility for the Identity Restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR <<12/24>>-MONTH EXPERIAN IDENTITYWORKS MEMBERSHIP

A credit card is not required for enrollment in Experian IdentityWorks. You can contact Experian immediately regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.¹
- **Credit Monitoring:** Actively monitors Experian, Equifax and Transunion files for indicators of fraud.
- Identity Restoration: Identity Restoration specialists are immediately available to help you address credit and noncredit related fraud.
- Experian IdentityWorks ExtendCARETM: You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **\$1 Million Identity Theft Insurance:**² Provides coverage for certain costs and unauthorized electronic fund transfers.

Please be aware that you only have until **July 31, 2025,** to enroll, so please do so promptly. While Anthony & Dodge feels that these services provide appropriate and strong protections, if you feel additional measures are needed, some such steps are outlined below in the "Steps You Can Take to Protect Personal Information."

<u>Law Enforcement</u>: In addition to informing the IRS and initiating RICS, Anthony & Dodge has filed a report with the Federal Bureau of Investigations ("FBI"). Under the law of some states, including Massachusetts, you have the right to obtain any police report pertaining to this incident. Additionally, if you experience identity or credit fraud, you have the right, and we encourage you to contact local, state, or federal law enforcement and file a police report.

<u>For More Information</u>: If you need help enrolling in the offered services, please contact Experian at 1-877-288-8057. If you have questions, you may contact Brenda Hiltz at Anthony & Dodge at (978) 468-7338 x213 or <u>bhiltz@anthonydodge.com</u>. We apologize if this incident causes you concern and are sincerely grateful for your continued trust and support of Anthony & Dodge.

Sincerely,

¹ Offline members will be eligible to call for additional reports quarterly after enrolling.

² The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

Brenda Hiltz, CPA Anthony & Dodge PC

Monitoring Your Accounts

We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your account statements and monitoring your free credit reports for suspicious activity and to detect errors. Any suspicious activity should be promptly reported to your bank, credit card company, or other applicable institution.

In the meantime, you can obtain an Identity Protection PIN ("IP PIN") from the Internal Revenue Service ("IRS) so that your tax return may not be filed without such PIN.

The fastest way to receive an IP PIN is to request one through an online account. If you do not already have an account on IRS.gov, you must create one. Steps to obtain an IP PIN, along with additional information, is available at https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin.

Under U.S. law, a consumer is entitled to one free credit report annually from each of the three major credit reporting bureaus, Equifax, Experian, and TransUnion. To order your free credit report, visit <u>www.annualcreditreport.com</u> or call, toll-free, 1-877-322-8228. You may also directly contact the three major credit reporting bureaus listed below to request a free copy of your credit report.

Consumers have the right to place an initial or extended "fraud alert" on a credit file at no cost. An initial fraud alert is a 1year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the three major credit reporting bureaus listed below.

As an alternative to a fraud alert, consumers have the right to place a "credit freeze" on a credit report, which will prohibit a credit bureau from releasing information in the credit report without the consumer's express authorization. The credit freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a credit freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a credit freeze on your credit report. To request a security freeze, you may need to provide the following information, depending on whether you make the request online, by phone, or by mail:

- 1. Full name (including middle initial as well as Jr., Sr., II, III, etc.);
- 2. Social Security number;
- 3. Date of birth;
- 4. Addresses for the prior two to 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, etc.);
- 7. Social Security Card, pay stub, or W2;
- 8. 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.

Should you wish to place a credit freeze, please contact the three major credit reporting bureaus listed below:

Equifax	Experian	TransUnion
https://www.equifax.com/personal/credit-		https://www.transunion.com/data-
report-services/	https://www.experian.com/help/	breach-help
1-888-298-0045	1-888-397-3742	1-833-799-5355
Equifax Fraud Alert, P.O. Box 105069 Atlanta, GA 30348-5069	Experian Fraud Alert, P.O. Box 9554, Allen, TX 75013	TransUnion Fraud Alert, P.O. Box 2000, Chester, PA 19016
Equifax Credit Freeze, P.O. Box 105788 Atlanta, GA 30348-5788	Experian Credit Freeze, P.O. Box 9554, Allen, TX 75013	TransUnion Credit Freeze, P.O. Box 160, Woodlyn, PA 19094

Additional Information

Consumers may further educate themselves regarding identity theft, fraud alerts, credit freezes, and the steps they can take to protect your personal information by contacting the consumer reporting bureaus, the Federal Trade Commission, or their state Attorney General. The Federal Trade Commission may be reached at: 600 Pennsylvania Avenue NW, Washington, D.C. 20580; <u>www.identitytheft.gov</u>; 1-877-ID-THEFT (1-877-438-4338); and 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. Consumers can obtain further information on how to file such a complaint by way of the contact information listed above. Consumers have the right to file a police report if they ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, consumers will likely need to provide some proof that they have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and the relevant state Attorney General. This notice has not been delayed by law enforcement.

Consumers may contact the IRS at <u>www.irs.gov/Individuals/Identity-Protection</u> for helpful information and guidance on steps you can take to prevent a fraudulent tax return from being filed in your name and what to do if you become the victim of such fraud. Consumer may also visit <u>www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft</u> for additional information.

For North Carolina residents, the North Carolina Attorney General may be contacted at: 9001 Mail Service Center, Raleigh, NC 27699-9001; 1-877-566-7226 or 1-919-716-6000; and www.ncdoj.gov.

Anthony & Dodge PC 227 Willow St, Suite B101 South Hamilton, MA 01982

<<Name 1>> <<Name 2>> <<Address 1>> <<Address 2>> <<City>>, <<State>> <<Zip>>

<<Date>>

Dear Parent or Guardian of <<Name 1>> <<Name 2>>:

We write to inform you of a data security event at Anthony & Dodge PC ("Anthony & Dodge"). You are receiving this letter because some of your minor's personal information was involved in the event.

<u>What Happened</u>: On February 21, 2025, Anthony & Dodge became aware that an employee launched an invitation to a video conference received from a prospective client. Unbeknownst to Anthony & Dodge and the employee, the invite downloaded malware to the computer used by the employee. Upon becoming aware, Anthony & Dodge launched an investigation into the nature and scope of the event. On February 22, 2025, Anthony & Dodge learned that the perpetrators had filed four fraudulent tax returns using the employee's computer and the cloud-based tax preparation application we use called CCH AccessTM. We immediately disabled both the computer and the perpetrator's access to CCH AccessTM.

To support Anthony & Dodge's incident response efforts, the firm retained outside privacy counsel, who engaged a third-party experts to conduct the digital forensic investigation. The investigation determined that an unauthorized actor gained access to certain client tax preparation files in CCH AccessTM, on Anthony & Dodge's network, for limited periods of time between February 21, 2025, and February 22, 2025. You are receiving this letter because some of your minor's information was contained in a file involved in this matter.

What Data Was Affected: The file involved contained your minor's name and Social Security number.

<u>What Have We Done to Protect You</u>: Since this matter involves certain tax preparation information, Anthony & Dodge immediately contacted the cybersecurity division of the Internal Revenue Service ("IRS") to implement safeguards to mitigate the potential electronic filing of additional fraudulent tax returns. We provided the IRS the information necessary to activate the IRS's advanced fraud detection and prevention system, called Return Integrity Compliance Services ("RICS"). As a result, the IRS has implemented advanced mechanisms to detect and prevent the potential electronic filing of a fraudulent return for you for this tax year. Importantly, if Anthony & Dodge or you have already filed a tax return this year, another fraudulent return cannot be electronically filed which includes your minor's name or Social Security number.

As an added precaution, we are offering your minor access to credit monitoring and identify restoration services for <<12/24>> months at no cost to you or your minor child, through Experian. Enrollment instructions are enclosed within this letter.

<u>Enrollment Instructions</u>: To help protect your minor's identity, we are offering complimentary access to Experian IdentityWorksSM for <<12/24>> months.

If you believe there was fraudulent use of your minor's information as a result of this incident and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent. If, after discussing your situation with an agent, it is determined that identity restoration support is needed then an

Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred from the date of the incident (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

Please note that Identity Restoration is available to your minor for <<12/24>> months from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at www.ExperianIDWorks.com/restoration.

While identity restoration assistance is <u>immediately available to your minor</u>, we also encourage you to activate the fraud detection tools available through Experian IdentityWorks as a complimentary <<12/24>>-month membership. This product provides your minor with superior identity detection and resolution of identity theft. To start monitoring your minors personal information, please follow the steps below:

- Ensure that you enroll by July 31, 2025, by 11:59 pm UTC (Your code will not work after this date.)
- Visit the Experian IdentityWorks website to enroll: <u>https://www.experianidworks.com/3bcredit</u>
- Provide your activation code: <<Activation Code>>

If you have questions about the product, need assistance with Identity Restoration that arose as a result of this incident or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team by July 31, 2025, at 1-877-288-8057, Monday – Friday, 8AM – 8PM Central Time (excluding major U.S. holidays). Be prepared to provide engagement number <<<B144605/B144606>> as proof of eligibility for the Identity Restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR MINOR'S <<12/24>>-MONTH EXPERIAN IDENTITYWORKS MEMBERSHIP

A credit card is not required for enrollment in Experian IdentityWorks. You can contact Experian immediately regarding any fraud issues, and have access to the following features once you enroll your minor in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your Minor's credit file. Daily credit reports are available for online members only.¹
- **Credit Monitoring:** Actively monitors Experian, Equifax and Transunion files for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help your minor address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE**TM: Your minor receives the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- \$1 Million Identity Theft Insurance:² Provides coverage for certain costs and unauthorized electronic fund transfers.

Please be aware that you only have until **July 31, 2025**, to enroll your minor in these services, so please do so promptly. While Anthony & Dodge feels that these services provide appropriate and strong protections,

¹ Offline members will be eligible to call for additional reports quarterly after enrolling.

² The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

if you feel additional measures are needed, some such steps are outlined below in the "Steps You Can Take to Protect Your Minors Personal Information."

<u>Law Enforcement</u>: In addition to informing the IRS and initiating RICS, Anthony & Dodge has filed a report with the Federal Bureau of Investigations ("FBI"). Under the law of some states, including Massachusetts, you have the right to obtain any police report pertaining to this incident. Additionally, if you experience identity or credit fraud, you have the right, and we encourage you to contact local, state, or federal law enforcement and file a police report.

<u>For More Information</u>: If you need help enrolling your minor in the services offered, please contact Experian at 1-877-288-8057. If you have questions, you may contact Brenda Hiltz at Anthony & Dodge at (978) 468-7338 x213 or <u>bhiltz@anthonydodge.com</u>. We apologize if this incident causes you concern and are sincerely grateful for your continued trust and support of Anthony & Dodge.

Sincerely,

Brenda Hiltz, CPA Anthony & Dodge PC

Steps You Can Take to Protect Your Minor's Personal Information

Monitoring Accounts

We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your minor's account statements and if applicable monitoring their free credit reports for suspicious activity and to detect errors. Any suspicious activity should be promptly reported to the relevant bank, credit card company, or other applicable institution.

Typically, credit reporting agencies do not have a credit report in a minor's name. To find out if your minor has a credit report or to request a manual search of your minor's Social Security number each bureau has its own process. To learn more about these processes or request these services, you man contact the credit bureaus by phone or in writing or you may visit the below websites:

Experian P.O. Box 9554 Allen, TX 75013 888-397-3742 www.experian.com/help/minorrequest.html

TransUnion P.O. Box 2000 Chester, PA 19016 888-909-8872 www.transunion.com/fraud-victimresources/child-identity-theft Equifax P.O. Box 105788 Atlanta, GA 30348 800-685-1111 www.equifax.com/personal/education/ identity-theft/child-identity-theft/

In the meantime, you can obtain an Identity Protection PIN ("IP PIN") from the Internal Revenue Service ("IRS) so that your tax return may not be filed without such PIN.

The fastest way to receive an IP PIN is to request one through an online account. If you do not already have an account on IRS.gov, you must create one. Steps to obtain an IP PIN, along with additional information, is available at https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin.

Under U.S. law, a consumer is entitled to one free credit report annually from each of the three major credit reporting bureaus, Equifax, Experian, and TransUnion. To order your free credit report, visit <u>www.annualcreditreport.com</u> or call, toll-free, 1-877-322-8228. You may also directly contact the three major credit reporting bureaus listed below to request a free copy of your credit report.

Consumers have the right to place an initial or extended "fraud alert" on a credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the three major credit reporting bureaus listed below.

Adults and minors, 16 years or older, have the right to place a "credit freeze" on a credit report, which will prohibit a consumer reporting agency from releasing information in the credit report without express authorization. A parent or guardian also has the right to place a "credit freeze" on a minor's credit report if the child is under the age of 16. This right includes proactively placing a "credit freeze" on a minor's credit free on a minor's credit freeze" on the minor is under 16 years old. If the nationwide credit reporting agencies don't have a credit file on the minor, they will create one so they can freeze it. This record can't be used for credit purposes. It's there to make sure the child's record is frozen and protected against potential identity theft and fraud. Pursuant to federal law, you cannot be charged to place or lift a credit freeze on a credit report. Should you wish to place a credit freeze on a credit file or proactively place a freeze on a minor's credit report, please contact the major consumer reporting agencies listed below.

To request information about the existence of a credit file in your minor's name, search for your minor's Social Security number, please a credit freeze on your minor's credit file, place a fraud alert on your minor's credit report (if on exists), or request a copy of your minor's credit report you may be required to provide the following information:

- A copy of your driver's license or another government issued identification card, such as a state ID, etc.;
- Proof of your address, such as a copy of a bank statement, utility bill, insurance statement, etc.;
- A copy of your minor's birth certificate;
- A copy of your minor's Social Security Card;
- You minor's full name, including middle initial and generation, such as JR, SR, II, III, etc.;
- Your minor's date of birth; and
- Previous address for the past two years.

Should you wish to place a fraud alert or credit freeze, please contact the three major credit reporting bureaus listed below:

Equifax	Experian	TransUnion
https://www.equifax.com/personal/credit-		https://www.transunion.com/data-
report-services/	https://www.experian.com/help/	breach-help
1-888-298-0045	1-888-397-3742	1-833-799-5355
Equifax Fraud Alert, P.O. Box 105069	Experian Fraud Alert, P.O. Box	TransUnion Fraud Alert, P.O. Box
Atlanta, GA 30348-5069	9554, Allen, TX 75013	2000, Chester, PA 19016
Equifax Credit Freeze, P.O. Box 105788	Experian Credit Freeze, P.O.	TransUnion Credit Freeze, P.O.
Atlanta, GA 30348-5788	Box 9554, Allen, TX 75013	Box 160, Woodlyn, PA 19094

Additional Information

Consumers may further educate themselves regarding identity theft, fraud alerts, credit freezes, and the steps they can take to protect your personal information by contacting the consumer reporting bureaus, the Federal Trade Commission, or their state Attorney General. The Federal Trade Commission may be reached at: 600 Pennsylvania Avenue NW, Washington, D.C. 20580; <u>www.identitytheft.gov</u>; 1-877-ID-THEFT (1-877-438-4338); and 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. Consumers can obtain further information on how to file such a complaint by way of the contact information listed above. Consumers have the right to file a police report if they ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, consumers will likely need to provide some proof that they have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and the relevant state Attorney General. This notice has not been delayed by law enforcement.

Consumers may contact the IRS at <u>www.irs.gov/Individuals/Identity-Protection</u> for helpful information and guidance on steps you can take to prevent a fraudulent tax return from being filed in your name and what to do if you become the victim of such fraud. Consumer may also visit <u>www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft</u> for additional information.

For North Carolina residents, the North Carolina Attorney General may be contacted at: 9001 Mail Service Center, Raleigh, NC 27699-9001; 1-877-566-7226 or 1-919-716-6000; and www.ncdoj.gov.