

Alan Gordon, CPA
10125 Verree Road, Suite 104 | Philadelphia, PA 19115

[Date]

[Recipient Name]

[Recipient Address]

[City, State ZIP]

NOTICE OF DATA BREACH

Dear [Recipient First Name]:

We are writing to notify you of a data security incident that may have involved some of your personal information. This letter explains the information that may have been involved, the services we are providing, and steps you can take to protect yourself.

Files containing your personal information could have been accessed as a result of this incident.

We have reported this crime to the FBI and the Philadelphia Police Department. We have also notified the IRS of this incident. We have not determined that your information was misused as a result of this incident. Nevertheless, we are notifying you so that you can take appropriate protective steps. If you have received an e-file rejection indicating that a tax return was already filed using your Social Security number, or an IRS or state tax notice concerning a return you did not file, please call us at 215-725-4042.

What Information Was Involved?

Files potentially accessed may have contained the following information relating to you:

- Name and address
- Date of birth
- Social Security number
- Driver's license or state identification number
- Bank account and routing information
- Tax returns, tax forms, and related tax-preparation records

What We Are Doing

After identifying the incident, we have implemented advanced multi-factor authentication protocols, reset credentials, and enhanced our firewall monitoring systems. We also reviewed our information security policies and provided additional security training to our personnel. We are continuing to work with cybersecurity professionals to strengthen our safeguards.

We are offering you 24 months of complimentary credit monitoring and identity restoration services through CyEx. Enrollment information is provided at the end of this letter.

You will not be charged for these services. Alan Gordon, CPA will not call, text, or email you to request payment, your activation code, your bank password, or your IRS Online Account password in connection with this offer. Enroll only by following the instructions below.

Steps You Can Take

1. Enroll in the complimentary services.

Enrollment can help identify certain changes to your credit file and gives you access to identity-restoration assistance. Credit monitoring does not prevent all forms of identity theft, so please also consider the steps below.

2. Review your financial accounts and credit reports.

Review bank, credit card, and other financial account statements and promptly report transactions you do not recognize. You can obtain free credit reports at AnnualCreditReport.com or by calling 1-877-322-8228. Continue monitoring after the complimentary service period ends.

3. Consider a security freeze or fraud alert.

A security freeze is free and can help prevent new credit accounts from being opened in your name. You must contact all three nationwide credit bureaus to place a freeze. An initial fraud alert is also free, lasts one year, and can be placed by contacting any one of the three bureaus; that bureau must notify the other two.

Equifax: Equifax.com/personal/credit-report-services | 1-800-685-1111 | P.O. Box 740241,
Atlanta, GA 30374

Experian: Experian.com/help | 1-888-397-3742 | P.O. Box 2002, Allen, TX 75013

TransUnion: TransUnion.com/credit-help | 1-888-909-8872 | P.O. Box 160, Woodlyn, PA
19094

4. Protect your tax identity.

Watch for any e-file rejection stating that a return has already been filed using your Social Security number, or an IRS or state tax notice concerning a return you did not file. The IRS advises taxpayers to submit Form 14039, Identity Theft Affidavit, only when directed by the IRS or when an e-filed return is rejected because of a duplicate Social Security number.

You may obtain an IRS Identity Protection PIN (IP PIN), which helps prevent someone else from filing a federal tax return using your Social Security number. Visit IRS.gov/IPPIN for information and enrollment instructions.

5. Report suspected identity theft.

If you believe your information has been misused, contact the relevant financial institution or creditor immediately and visit IdentityTheft.gov or contact the Federal Trade Commission for a recovery plan by calling 1-877-438-4338 or mailing a letter to Attn: Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580. You may also wish to make a police

report and retain copies of all related notices and correspondence. Under Massachusetts law, you have the right to obtain any police report filed regarding this incident. You may do so by contacting the appropriate authorities directly.

For More Information

We regret the concern and inconvenience this incident may cause. If you have questions, please call us at 215-725-4042 during regular business hours, Monday through Friday.

Sincerely,

Alan Gordon, CPA

HOW TO ENROLL IN CREDIT MONITORING AND IDENTITY THEFT PROTECTION SERVICES

Alan Gordon is offering complimentary access to CyEx's Financial Shield Complete for 24 months. The Financial Shield Complete service provides you with:

- Credit Monitoring
- Dark Web Monitoring
- Real-Time Authentication Alerts
- High-Risk Transaction Monitoring
- Security Freeze Assistance
- Victim Assistance
- Customer Support
- Additional Monitoring Services

To take advantage of this offer, you must enroll by December 1, 2026. For additional information about this service and how to enroll, please visit:

<https://app.financialshield.com/enrollment-faqs#enrollment>.

YOUR ENROLLMENT INFORMATION

Enrollment website: <https://app.financialshield.com/enrollment/activate/agcpa>

Enrollment telephone number: 888-202-8529

Your activation code: **[unique code]**

Enrollment deadline: December 1, 2026