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PO Box 999  
Suwanee, GA 30024

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SAMPLE A. SAMPLE - L02

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ANYTOWN, US 12345-6789



March 4, 2026

[Extra1]

Dear Sample A. Sample,

We are writing to inform you that Foard & Company, PA (“Foard” or “we”) experienced a recent data incident (the “Incident”) that involved your personal information (“Information”). This letter provides you with information about this Incident, our response, and information on where to direct your questions. As a precaution, we have also provided steps you can take to protect your Information, including the ability to enroll in credit monitoring services that we are offering free of charge for [Extra4] months.

**What Happened?**

On September 23, 2025, we began receiving rejection notices when attempting to file some of our clients’ tax returns. Out of an abundance of caution, we began an investigation and discovered that some fraudulent tax returns were filed using the information of a small subset of our clients. Upon this discovery, we immediately took steps to contain the situation, including changing passwords, enhancing the implementation of multifactor authentication, notifying the Internal Revenue Service (“IRS”), and engaging data security and privacy professionals to assist.

The investigation determined that there was unauthorized access and files containing your Information were obtained by an unauthorized party as part of their attempt to file fraudulent tax returns and collect improper refunds from the federal government and state tax authorities. Besides this effort to defraud the government, we are not aware of any other misuse of Information related to the Incident.

**What Information Was Involved?**

Our investigation has now determined that the following types of Information may have been impacted as a result of this Incident: name and Social Security number.

**What We Are Doing.**

Upon becoming aware of the Incident, we notified the IRS and have since worked closely with tax authorities to share information and take steps to protect our clients’ information. We have also added technical security protections on top of our existing safeguards by following the guidance of data security and privacy professionals. After determining unauthorized activity occurred on our systems, we immediately began analyzing the information involved to confirm the identities of potentially affected individuals to notify them.

## What Can You Do?

To help protect your identity, we are offering complimentary access to Experian IdentityWorks<sup>SM</sup> for [Extra4] months. While identity restoration assistance is immediately available to you, we also encourage you to activate the fraud detection tools available through Experian IdentityWorks as a complimentary [Extra4]-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:

- You must **enroll** by June 30, 2026 by 6:59 pm EST (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll:  
<https://www.experianidworks.com/1Bcredit>
- Provide your **activation code**: ABCDEFGHI

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 June 30, 2026 at 833-918-1325, Monday - Friday, 9 am - 9 pm Eastern Time (excluding major U.S. holidays). Be prepared to provide engagement number [Engagement Number] as proof of eligibility for the Identity Restoration services by Experian.

Additionally, it is always recommended that you remain vigilant, regularly monitor free credit reports, review account statements, and report any suspicious activity to financial institutions. Please also review the "Additional Resources" section included with this letter, which outlines other resources you can utilize to protect your Information.

## For More Information.

We take this Incident and the security of information in our care seriously. If you have any questions, you may call us at 833-918-1325 (toll-free), Monday through Friday, from 9:00 am to 9:00 pm Eastern Time (excluding U.S. holidays).

Sincerely,

*Foard & Company, P.A.*

Foard & Company, PA  
Encl.

## ADDITIONAL RESOURCES

### Contact information for the three (3) nationwide credit reporting agencies:

**Equifax**, PO Box 740241, Atlanta, GA 30374, [www.equifax.com](http://www.equifax.com), 1-800-685-1111

**Experian**, PO Box 2104, Allen, TX 75013, [www.experian.com](http://www.experian.com), 1-888-397-3742

**TransUnion**, PO Box 2000, Chester, PA 19022, <https://www.transunion.com/data-breach-help>, 1-833-799-5355

**Free Credit Report.** It is recommended that you remain vigilant for incidents of fraud and identity theft by reviewing account statements and monitoring your credit report for unauthorized activity. You may obtain a copy of your credit report, free of charge, once every twelve (12) months from each of the three (3) nationwide credit reporting agencies.

To order your annual free credit report please visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll free at **1-877-322-8228**.

You can also order your annual free credit report by mailing a completed Annual Credit Report Request Form (available from the U.S. Federal Trade Commission's ("FTC") website at [www.consumer.ftc.gov](http://www.consumer.ftc.gov)) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

**For Colorado, Georgia, Maryland, Massachusetts, and New Jersey residents:** You may obtain one (1) or more (depending on the state) additional copies of your credit report, free of charge. You must contact each of the credit reporting agencies directly to obtain such additional report(s).

**Fraud Alert.** You may place a fraud alert in your file by calling one (1) of the three (3) nationwide credit reporting agencies above. A fraud alert tells creditors to follow certain procedures, including contacting you before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit.

**Security Freeze.** You may obtain a security freeze on your credit report, free of charge, to protect your privacy and confirm that credit is not granted in your name without your knowledge. You may also submit a declaration of removal to remove information placed in your credit report as a result of being a victim of identity theft. You have a right to place a security freeze on your credit report, free of charge, or submit a declaration of removal pursuant to the Fair Credit Reporting Act ("FCRA").

The security freeze will prohibit a consumer reporting agency from releasing any information in your credit report without your express authorization or approval. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. When you place a security freeze on your credit report, you will be provided with a personal identification number, password, or similar device to use if you choose to remove the freeze on your credit report or to temporarily authorize the release of your credit report to a specific party or parties or for a specific period of time after the freeze is in place.

To place a security freeze on your credit report, you may be able to use an online process, an automated telephone line, or a written request to any of the three (3) credit reporting agencies listed above. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, this information must be provided for them as well): (1) full name, with middle initial, and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency or Department of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, and display your name, current mailing address, and the date of issue.

**FTC and State Attorneys General Offices.** If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the FTC and/or the Attorney General's office in your home state. You may also contact these agencies for information on how to prevent or avoid identity theft.

You may contact the **Federal Trade Commission**, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580, [www.ftc.gov/bcp/edu/microsites/idtheft/](http://www.ftc.gov/bcp/edu/microsites/idtheft/), 1-877-IDTHEFT (438-4338).

**Reporting of identity theft and obtaining a police report.** You have the right to obtain any police report filed in the United States in regard to this incident. If you are the victim of fraud or identity theft, you also have the right to file a police report.

**For Alabama Residents:** You may contact the Attorney General's Office for the State of Alabama, Consumer Protection Division, 501 Washington Avenue, Montgomery, AL 36104, [www.alabamaag.gov](http://www.alabamaag.gov), 1-800-392-5658.

**For Colorado Residents:** You can obtain information from the Office of the Attorney General ([www.coag.gov](http://www.coag.gov)), FTC, and the credit reporting agencies about fraud alerts and security freezes. Consumer Protection 1300 Broadway, 9<sup>th</sup> Floor, Denver, CO 80203, 1-720-508-6000.

**For District of Columbia Residents:** You can obtain information about steps to take to avoid identity theft from the FTC (contact information above) and the District of Columbia Office of the Attorney General, 400 6th Street NW, Washington, D.C. 20001, [consumer.protection@dc.gov](mailto:consumer.protection@dc.gov), <https://oag.dc.gov/>, 1-202-737-3400.

**For Kentucky Residents:** You may contact the Kentucky Office of the Attorney General, Consumer Protection Division, 1024 Capital Center Drive, Suite 200, Frankfort, Kentucky 40601, [www.ag.ky.gov](http://www.ag.ky.gov), 1-800-804-7556.

**For Maryland Residents:** You may obtain information about steps you can take to avoid identity theft from the FTC (contact information above) and the Maryland Office of the Attorney General, Consumer Protection Division, 200 St. Paul Place, Baltimore, MD 21202, [www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov), 1-888-743-0023.

**For Massachusetts Residents:** You may contact the Office of the Massachusetts Attorney General, 1 Ashburton Place, Boston, MA 02108, 1-617-727-8400, [www.mass.gov/ago/contact-us.html](http://www.mass.gov/ago/contact-us.html). You have the right to obtain a police report if you are a victim of identity theft.

**For Minnesota Residents:** You may contact the Minnesota Office of the Attorney General, 445 Minnesota Street, Suite 1400, St. Paul, MN 55101, [www.ag.state.mn.us](http://www.ag.state.mn.us), 1-800-657-3787.

**For New York Residents:** You may obtain information regarding security breach response and identity theft prevention and protection information from the FTC (contact information above) and the New York Office of the Attorney General, Office of the Attorney General, The Capitol, Albany, NY 12224-0341, <https://ag.ny.gov>, 1-800-771-7755.

**For North Carolina Residents:** You may obtain information about preventing identity theft from the FTC (contact information above) and the North Carolina Office of the Attorney General, Consumer Protection Division, 9001 Main Service Center, Raleigh, NC 27699-9001, [www.ncdoj.gov](http://www.ncdoj.gov), 1-877-566-7266 or 1-919-716-6400. You are advised to report any suspected identity theft to law enforcement or to the North Carolina Attorney General.

**For South Carolina Residents:** You may contact the South Carolina Department of Consumer Affairs, 293 Greystone Boulevard, Suite 400, Columbia, SC 29210, 1-800-922-1594.

**For Texas Residents:** You may contact the Texas Office of the Attorney General, Office of the Attorney General, PO Box 12548, Austin, TX 78711-2548, [www.texasattorneygeneral.gov](http://www.texasattorneygeneral.gov), 1-800-621-0508.

#### How to Apply for an IRS Identity Protection PIN

- Go to: <https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin>.
- Select the button: “Get an IP PIN.”
- The fastest way to receive an IP PIN is to request one through your ID.me account, under your “Profile” page. If you don’t already have an account on IRS.gov, you must register to validate your identity.
- Spouses and dependents are eligible for an IP PIN if they can pass the identity verification process.
- Once you have opted in and obtained an IP PIN online, you will need to retrieve your IP PIN online each calendar year as a CP01A Notice will not be mailed. The IP PIN is generally available in your online account starting in mid-January through mid-November.

If you need help applying for this PIN, please call our office.

The IRS offers a sign-in option with ID.me, which offers access to IRS online services with a secure account that protects your privacy.

ID.me is an account created, maintained, and secured by a technology provider.

If you don't have an ID.me account, you must create a new account.

**Sign in with an existing account**

Sign in with **ID.me**

OR

**Create a new account**

**ID.me** Create an account