

NOTICE OF DATA BREACH

15492

Reference Number 2019-4693

John Doe
Street Address
City, State Zip

August 1, 2019

John Doe:

WHAT HAPPENED: A report used to prepare mid-year compliance testing for your 401(k) plan was inadvertently sent to the Human Resources administrator for another plan.

WHAT INFORMATION WAS INVOLVED: The report included name, social security number and prior year compensation.

WHAT WE ARE DOING: Keeping your information secure and confidential is one of our most important responsibilities. We sincerely apologize for this incident and regret any concern or inconvenience it may cause you. We are notifying you so we can work together to protect your personal and account information.

Please be advised we have taken the following precautions to protect your personal and account information:

- We are working with law enforcement authorities and have conducted our own internal investigations to protect and minimize any financial impact to you.
- We will work with you to resolve unauthorized transactions on your Merrill accounts related to this incident if reported in a timely manner.
- As an additional measure of protection, Merrill has arranged for a **complimentary** one-year membership in an identity theft protection service provided by Experian IdentityWorksSM. **You will not be billed for this service.** This product provides you with identity detection which includes daily monitoring of your credit reports from the three national credit reporting companies (Experian, Equifax® and TransUnion®), internet surveillance, and resolution of identity theft. **This service will expire at the conclusion of the complimentary period and will not automatically renew.** Any renewal of service elected by the customer is paid for by the customer and done directly through Experian IdentityWorksSM. Merrill has no involvement with respect to any offers, products or services from or through Experian IdentityWorksSM that the customer may choose to enroll in beyond the complimentary membership. To learn more about the complimentary membership and enroll, go to <https://www.experianidworks.com/bac/> enter your activation code and complete the secure online form. You will need to **enter the activation code provided below to complete enrollment.** If you prefer to enroll by phone, please call Experian IdentityWorksSM at 866.617.1920.

Experian IdentityWorksSM **Web Site:** <https://www.experianidworks.com/bac/>
Your Activation Code: Activation Code

You Must Enroll By: 1/29/2020
Engagement number: DB13855

WHAT YOU CAN DO: Please be advised we recommend you take the following precautions to protect your personal and account information:

- Please promptly review your credit reports and account statements over the next 12 to 24 months and notify us of any unauthorized transactions or incidents of suspected identity theft related to your Merrill accounts (refer to tips on back of this letter).
- Enroll in the Credit Monitoring Service offered above.
- Refer to the enclosed "Important tips on how to protect personal information" for additional precautions you can take.

FOR MORE INFORMATION: Should you have any questions regarding this incident or your accounts, please contact Bank of America's Privacy Response Unit toll-free at **1.800.252.2867**. We are here to help and assist you during this process.

We sincerely apologize for this incident and regret any concern or inconvenience it may cause you.

Sincerely,

Privacy Response Unit (PRU)

ENC: Important tips on how to protect personal information

Important tips on how to protect personal information

We recommend that you take the following precautions to guard against the disclosure and unauthorized use of your account and personal information:

- Review your monthly account statements thoroughly and report any suspicious activity to us.
- Report lost or stolen checks, credit or debit cards immediately.
- Never provide personal information over the phone or online unless you have initiated the call and know with whom you are speaking.
- Do not print your driver's license or Social Security number on checks.
- Safeguard ATM, credit and debit cards. Memorize PINs (personal identification numbers) and refrain from writing PINs, Social Security numbers or credit card numbers where they could be found.
- Store cancelled checks, new checks and account statements in a safe place.
- Reduce the amount of paper you receive containing personal information. Sign up for online statements, direct deposit and pay bills online.
- Tear up or shred any pre-approved credit offers to which you do not respond.
- As a general best practice, we recommended that you change (and regularly update) existing passwords and PIN numbers and monitor all your account(s) including any additional account(s) you may have with other financial institutions to prevent or detect the occurrence of any unauthorized/fraudulent activity.
- Review your credit report at least once every year. Make sure all information is up to date and accurate, and have information relating to fraudulent transactions deleted. For a free copy of your credit bureau report, contact annualcreditreport.com or call **1.877.322.8228**.

For more information about guarding your account and personal information, as well as our online practices, please visit our Web site www.bankofamerica.com/privacy.

Reporting Fraud

If you think you have been a victim of identity theft or fraud, contact one of the three major credit bureaus to place a fraud alert on your account. A fraud alert will prevent new credit accounts from being opened without your permission.

Equifax
1.800.525.6285
P.O. Box 740241
Atlanta, GA 30374-0241
www.equifax.com

Experian
1.888.397.3742
P.O. Box 9532
Allen, TX 75013
www.experian.com

TransUnion
1.800.680.7289
P.O. Box 6790
Fullerton, CA 92834-6790
www.transunion.com

Also contact the Federal Trade Commission (FTC) to report any incidents of identity theft or to receive additional guidance on steps you can take to protect against identity theft. Visit the FTC ID Theft Web site at <http://www.consumer.gov/idtheft/> or call **1.877.438.4338**.

Your Bank of America Accounts

Report fraudulent activity on your Bank of America accounts or within Online Banking: **1.800.432.1000**.