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«First_Name» «Last_Name»
«Address»
«City», «State» «ZIP_Code»

April 7, 2020

Re: IMPORTANT NOTICE ABOUT YOUR PERSONAL INFORMATION

Dear «First_Name»:

We are writing to explain a recent security incident involving your personal information. The personal information that may have been accessible in the incident includes information relating to accounting services we may provide to you, including your name, Social Security number, financial account number or other information relating to your business, finances or tax returns.

The incident occurred between March 16th-24th and we continue to investigate, but want you to know that we take this issue seriously and have already taken precautionary steps to mitigate the possibility of identity theft and other unauthorized use of your personal information and to reduce the potential for any future similar occurrences. We also are working with the Internal Revenue Service and the Illinois Department of Revenue to address the incident.

In this incident, we believe the perpetrators sought personal and financial information in order to file a tax return on behalf of the individual and have a refund sent to a fraudulent address.

As for precautionary steps you can take, we believe this letter provides you with the information you need to protect yourself against the potential for identity theft connected with this security incident, but please do not hesitate to call us at 618-532-1040 so that we can discuss this situation with you. We will assist you in the steps you can take to protect yourself from possible identity theft and unauthorized use of your personal information.

Actions we recommend you take to protect yourself and resources that may assist you consist of the following:

You should be vigilant with your financial accounts for the next 12 to 24 months, for example, by carefully reviewing your credit reports and bank, credit card and other account statements. If you discover suspicious activity on your credit report, your accounts or by any other means, you may wish to contact law enforcement or the state attorney general and file a police report of identity theft. Also, please notify us of any suspicious activity.

You may contact the fraud departments of the three major credit reporting agencies to discuss your options. You have the right to place a free 90-day fraud alert on your credit file. A fraud alert lets creditors know to contact you before opening new accounts. It also may delay your ability to obtain credit. To place a fraud alert on your credit report contact the three credit reporting agencies below.

**Equifax Credit
Information
Services, Inc.**

P.O. Box 105788
Atlanta, GA 30348
(888) 766-0008
www.equifax.com

Experian

P.O. Box 9554
Allen, TX 75013
(888) 397-3742
www.experian.com

**TransUnion Fraud
Victim Assistance
Department**

P.O. Box 6790
Fullerton, CA 92834
(800) 680-7289
www.transunion.com

We recommend that all our clients enroll in the free Experian IdentityWorks service. The attachment to this letter includes instructions on how to enroll in IdentityWorks.

Under state law you have a right to place a security freeze on your consumer credit report. The security freeze will prohibit a consumer reporting agency from releasing any information in your consumer report without your express authorization. A security freeze may be requested by sending a request by certified mail, overnight mail or regular stamped mail to a consumer reporting agency. The security freeze is designed to prevent credit, loans or services from being approved in your name without your consent. You should be aware that using a security freeze may delay, interfere with, or prevent the timely approval of any subsequent credit request or application you make regarding new loans.

In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.); Social Security number and date of birth;
2. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
3. Proof of current address, such as a current utility bill or telephone bill;
4. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
5. 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 the identity theft;
6. If you are not a victim of identity theft, include payment by check, money order, or credit card (Visa, MasterCard, American Express or Discover only).

The credit reporting agencies have three (3) business days after receiving your request to place a security freeze on your credit report. The credit bureaus must also send written confirmation to you within five (5) business days and provide you with a unique personal identification number (PIN) or password, or both, that can be used by you to authorize the removal or lifting of the security freeze.

If you discover suspicious activity on your credit report, your accounts or by any other means, you may wish to file a police report. You have a right to obtain a copy of any police report you file.

You may wish to learn more about identity theft. The Federal Trade Commission has on-line guidance about the steps that consumers can take to protect themselves against identity theft, as does your state attorney general's office.

You may also obtain information about steps you can take to avoid identity theft from the following:

For all US Residents:
Federal Trade Commission
Consumer Response Center
600 Pennsylvania Avenue, NW
Washington, DC 20580
(877) FTC-HELP or (877) 382-4357
<http://www.consumer.ftc.gov/features/feature-0014-identity-theft>

For Kentucky Residents:
Kentucky Office of the Attorney General
Office of Consumer Protection
1024 Capital Center Drive, Suite 200
Frankfort, KY 40601
(888) 432-9257
<http://ag.ky.gov/civil/consumerprotection/identity-theft>

Please do not hesitate to call 618-532-1040 so that we may answer questions you may have.

Sincerely,

Klaus and Shuffett, Att.

ENROLLING IN EXPERIAN IDENTITYWORKSSM

To help protect your Identity, we are offering a complimentary two year membership of Experian's® IdentityWorksSM. This product provides you with superior Identity detection and resolution of Identity theft. To activate your membership and start monitoring your personal information please follow the steps below:

- Ensure that you enroll by: July 31, 2020 (Your code will not work after this date.)
- Visit the Experian IdentityWorks website to enroll:

<https://www.experianidworks.com/3bcredit>

- Provide your activation code: «**Experian**»

If you have questions about the product, need assistance with Identity restoration or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at **1-877-890-9332** by July 31, 2020. Be prepared to provide engagement number **DB19136** as proof of eligibility for the Identity restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR 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.*
- **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 non-credit related fraud.
- **Experian IdentityWorks ExtendCARETM:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **Up to \$1 Million Identity Theft Insurance^{**}:** Provides coverage for certain costs and unauthorized electronic fund transfers.

If you believe there was fraudulent use of your information and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent at **1-877-890-9332**. 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 (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 this Identity Restoration support is available to you for one year 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**. You will also find self-help tips and information about identity protection at this site.