

17054

COOK & MOREHART

Certified Public Accountants

1215 HAWN AVENUE • SHREVEPORT, LOUISIANA 71107 • P.O. BOX 78240 • SHREVEPORT, LOUISIANA 71137-8240

TRAVIS H. MOREHART, CPA
VICKIE D. CASE, CPA

TELEPHONE (318) 222-5415 FAX (318) 222-5441

MEMBER
AMERICAN INSTITUTE
CERTIFIED PUBLIC ACCOUNTANTS

STUART L. REEKS, CPA
J. PRESTON DELAUNE, CPA

SOCIETY OF LOUISIANA
CERTIFIED PUBLIC ACCOUNTANTS

June 4, 2020

RE: Notice of Data Incident

Dear Valued Clients:

We are sending you this letter to you as part of Cook & Morehart's commitment to protecting the privacy of our clients' confidential information. We take information privacy very seriously, and it is important to us that you are made fully aware of any potential privacy issue and to offer you free credit monitoring services.

We are writing to provide you with information regarding a recent incident involving your personal information. The data involved is information that you provided to us in connection with accounting services. The personal information involved is your full name and social security number. Additional confidential information may include income information, address, wage data and other information commonly used in preparing tax returns and other tax filings. Cook & Morehart has back-ups of the data stored on this server, so no data was lost in this incident.

Cook & Morehart is committed to protecting your private information. We are sending you this notice so you can take action as you see fit to protect your identity. Cook & Morehart has invested in a new robust security system and is making additional local and technological changes to protect its systems. In addition, Cook & Morehart is also arranging with Identity Guard to provide eighteen months of free credit monitoring to you to help you protect your identity and credit information. If you would like to take advantage of this offer, please contact Travis Morehart at tmorehart@cookandmorehart.com or (318) 222-5415 within ninety (90) days of the date of this letter, who will assist you with facilitating your account registration.

We strongly recommend that you closely monitor your financial accounts, and, if you detect any unauthorized activity, promptly contact your financial institutions and your local law enforcement authority, including your state Attorney General and the Federal Trade Commission. The Federal Trade Commission also recommends that you contact one of the three United States credit reporting agencies (Equifax, Experian, and TransUnion) to obtain a free credit report. These agencies can be contacted by calling 1-877-322-8228 or by logging on to <http://www.annualcreditreport.com>. You can also order your free annual credit report by mailing a completed Annual Credit Report Request form (available at

<https://www.consumer.ftc.gov/articles/0155-free-credit-reports>) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

The Federal Trade Commission also recommends placing a fraud alert on your credit file, which can be done through these credit reporting agencies. A fraud alert lets creditors know to contact you before opening any new accounts or changing current accounts. These agencies can also provide information about placing a security freeze on your credit files. By placing a freeze, someone who fraudulently obtains your personal information will not be able to use that information to open new accounts or borrow money in your name. To place a security freeze you will need to provide your name, address, date of birth, Social Security number and other personal information to your chosen credit reporting agency. Under Massachusetts law, no fees are to be charged for the security freeze. You may contact the agencies individually using the following information:

TransUnion LLC	Equifax	Experian
P.O. Box 2000	P.O. Box 740256	P.O. Box 4500
Chester, PA 19016	Atlanta, GA 30348	Allen, TX 75013
(800) 680-7289	(888) 766-0008	(888) 397-3742

Even if no suspicious activity is found, the Federal Trade Commission ("FTC") recommends that you periodically check your credit reports. Personal information is not always used immediately. Rather, it can be held onto for later use or bundled with other persons' information for batch sale. Checking your credit reports periodically can help you spot and address problems quickly. For more information and more tips from the FTC about protecting your information, please visit IdentityTheft.gov or call 1-877-ID-THEFT (877-438-4338). The mailing address for the FTC is 600 Pennsylvania Avenue, NW, Washington, DC 20580.

Additionally, if you are concerned about a fraudulent tax return being filed using your form W-2, 1099 or other tax information, the Federal Trade Commission ("FTC") and Internal Revenue Services ("IRS") recommend that you file your tax returns as soon as possible. If you receive IRS correspondence indicating that you may be a victim of tax-related identity theft or if your e-file tax return was rejected as duplicate, you can also file an Identity Theft Affidavit (IRS Form 14039) with the IRS. IRS Form 14039 can be accessed at <https://www.irs.gov/pub/irs-pdf/f14039.pdf>. Please note that there is no need to file Form 14039 unless the IRS has informed you that you may be a victim of identity theft tax fraud or if your e-file tax return was rejected as duplicate. For additional information, contact your local IRS office or call 1-800-908-4490. You may also visit the IRS website which provides information to taxpayers affected by a data breach: <http://www.irs.gov/Individuals/Data-Breach-Information-for-Taxpayers>.

Last, you can obtain information about fraud alerts, security freezes, and steps you can take towards preventing identity theft from the Massachusetts Office of the Attorney General, (617) 727-2200, <https://www.mass.gov/contact-the-attorney-generals-office>. You also have the right to file a police report with your local police department.

IV. More Information

If you have questions about this incident or notice other than requesting the offered free credit monitoring, please contact Stuart Reeks at (318) 222-5415 or sreeks@cookandmorehart.com.

We take very seriously our role of protecting the private information entrusted to us. We apologize for this incident and are taking appropriate steps in order to minimize its impact and prevent a recurrence in the future.

Please keep this notice for your records.

Sincerely,

A handwritten signature in black ink that reads "Travis H. Morehart, CPA". The signature is written in a cursive style with a large initial "T".

Travis H. Morehart, CPA
Cook & Morehart, CPAs