

WINDY RIDGE

ACCOUNTING & TAX SERVICE

November 9, 2016

Dear Client:

We are writing to inform you about a data security incident at Windy Ridge Accounting and Tax Service, that may have involved your personal information.

What Happened?

Someone broke into our office between 1am on October 22nd and 1 am on October 23rd 2016, and stole all our computers and other electronics and a small number of actual files (any clients whose files were stolen have been notified their actual file is gone). Upon discovery of the theft on Monday the 24th, I immediately reported the incident to the Columbia County Sheriff's Office, and I am fully cooperating with them to identify the perpetrator(s). The computers that were taken were password protected at every level possible and encrypted, and there is no reason to believe that the intruder(s) can access their contents, but out of an abundance of caution, I am notifying you of the incident.

What Information Was Involved?

The information included your name, Social Security number, address, date of birth, and banking account information for clients who use direct deposit.

What Are We Doing?

I am notifying you of the incident, providing you with information about steps you can take to guard against identity theft, and I am looking into offering a year of free credit monitoring service. We have also installed a new and improved alarm system, and are replacing our computers with computers that lock down to the desks. We are also moving into Rainier, because there is better police presence.

What You Can Do:

We recommend that you place a fraud alert on your existing accounts. Call any one of the three major credit bureaus. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts. The initial fraud alert stays on your credit report for 90 days.

Equifax: Equifax.com or 1-800-525-6285
Experian: Experian.com or 1-888-397-3742
TransUnion: transunion.com or 1-800-680-7289

Request that all three credit reports be sent to you, free of charge, for your review. Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTC) recommends that you check your credit reports periodically. Thieves may hold stolen information to use at different times. Checking your credit reports periodically can help you spot problems and address them quickly.

If you find suspicious activity on your credit reports or have reason to believe your information is being misused, file a police report and call Columbia County Sheriff's Office 503-397-1521. Get a copy of the police report; you may need it to clear up the fraudulent debts.

If your personal information has been misused, visit the FTC's site at IdentityTheft.gov to get recovery steps and to file an identity theft complaint. Your complaint will be added to the FTC's Consumer Sentinel Network, where it will be accessible to law enforcers for their investigations.

You also may want to consider contacting the major credit bureaus at the telephone numbers above to place a credit freeze on your credit file. A credit freeze means potential creditors cannot get your credit report. That makes it less likely that an identify thief can open new accounts in your name. The cost to place and lift a freeze depends on state law. Find your state Attorney General's office at naag.org to learn more.

Other Important Information

(Police report number 16079403)

For More Information

Call 503-556-8299 or go to Windy Ridge Accounting on Facebook. There will be links to the credit reporting agencies and other phone numbers you can contact.

Please accept our sincerest apologies, and know that we deeply regret any worry or inconvenience this may cause you. We are sorry about the inconvenience this has caused you and your families. We value your business and look forward to working with you in the future.

Sincerely,

Nancy Jauron, LTC #70282C
B14383