From: Jeris Underwood <junderwood@sterbick.com>
Sent: Saturday, September 26, 2015 3:11 PM
To: ATG MI ADM Security Breach
Subject: Data Breach Notification
Attachments: Sterbick & Associates PS - Data Breach Notice.pdf

To Whom It May Concern:

On August 23, 2015, our office was burglarized in which a computer CPU was stolen. It was reported to the Tacoma Police Department , case No. 15-235-1172. This computer had been in used since 2010 and was loaded with software to process tax returns and run IRS compliance checks for our tax, IRS, and bankruptcy clients. It therefore may contain personal information, including Social Security numbers, of every client since 2010.

We have been in the process of sending out notices to alert clients whose information may be at risk. We have now exceeded 500 notices, and pursuant to RCW 19.255.010, we are notifying the Washington State Attorney General's Office. Attached is a copy of the notice.

It is our goal to notify everyone in our address database going back to 2010. However, we are a small law firm with very limited staffing and to date have sent notices for clients who retained us in 2014 and 2015. Due to the enormity of this endeavor, it may be impossible to complete it within 45 days of the discovery of the burglary as required. However, we will send out as many notices as possible before that October 7, 2015 deadline, and will continue beyond that date until all notices have been sent.

Please contact me with any questions.

Regards,

Jeris Underwood
Paralegal

STERBICK & ASSOCIATES, P.S.
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STERBICK & ASSOCIATES, P.S.
ATTORNEYS AT LAW

September 26, 2015

[redacted]

Dear [redacted],

This letter is to advise you that on August 23, 2015 my office was burglarized. A computer was stolen that may have contained some of your personal data, including Social Security numbers for you, your spouse, and/or your dependents. While the computer was password-protected, there is a chance that it could be bypassed and the information accessed.

I am notifying you so that you may take whatever precautions necessary to protect yourself and your family from any unlawful use of this personal information. I recommend that you immediately place a fraud alert on your credit report:

- Equifax: (800)-525-6285
  https://www.alerts.equifax.com
- Experian: (888) 397-3742
  https://www.experian.com/fraud/center.html
- TransUnion: (800) 680-7289
  http://www.transunion.com/personal-credit/credit-disputes-alerts.page

When you place a fraud alert on your credit report at one of these companies, it must notify the others. A fraud alert requires creditors who check your credit report to take reasonable steps to make sure that anyone making a new credit request in your name is actually you. If you provide the credit reporting agency with your phone number, they will be required to personally call you to verify any attempt to open a credit account in your name. The initial fraud alert will be kept on file for 90 days.

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Once you have placed the initial fraud alert, you are entitled to order one free copy of your credit report from each of the national credit reporting companies. These free reports do not count as your free annual credit report from each agency (www.annualcreditreport.com). Once you get your credit reports, review them carefully. Look for:

- Accounts you did not open
- Information about the status of your existing accounts and whether the balances appear correct.
- Outstanding balances on your reports that you can't explain
- Incorrect personal information, such as your Social Security Number, address, name or initials, and employers

If you find fraudulent or inaccurate information, contact the credit bureau to have it removed by filing a dispute. If you become a victim of identity theft, you can request an extended fraud alert that remains as part of your credit files for seven years.

Please accept my sincere apology for any distress or inconvenience this situation may cause. Rest assured we have taken and will continue to take steps to insure that this does not happen again. We have updated and enhanced the office security system and are transferring files and software to encrypted cloud storage. The security of your information and your confidence in us is of utmost importance to us. Do not hesitate to contact me if you have any questions.

Sincerely,
STERBICK & ASSOCIATES, P.S.

John A. Sterbick
Attorney at Law

JAS/ju
cc: file