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June 13, 2016

VIA EMAIL

Washington Attorney General's Office
800 5th Ave, Suite 2000
Seattle, WA 98104-3188

SecurityBreach@atg.wa.gov

Re: Notification of Security Breach

To Whom It May Concern:

I am writing on behalf of The Tax Shack (the "Company") to inform you of a recent burglary that occurred sometime between May 27th, 2016 and June 1, 2016 at the Company's place of business. **It is highly unlikely that any personal information was acquired during the incident.** However, the Company understands the importance of protecting the privacy and security of its clients' personal information. Thus, the Company will be sending the attached notice to its clients as a precautionary measure. There are approximately 1000 Washington residents that will receive the notice.

If you have any difficulty opening the attachment or have any questions/concerns regarding this incident, please feel free to contact me.

Sincerely,

Brian Cadousteau



THE TAX SHACK INC

PO Box 316; Wauna, WA 98395
(253) 858-1553

TaxShack@aol.com
www.taxshackinc.com

June 13, 2016

[client name]
[address]
[city, state, zip]

Re: Notification of Security Breach

Dear [client name],

I am writing to inform you of a recent burglary that took place at The Tax Shack Inc (the "Company") sometime between May 27th, 2016 and June 1, 2016. **It is highly unlikely that any of your personal information was acquired during the incident.** However, we understand the importance of protecting the privacy and security of your personal information, and thus we are sending you this notice as a precautionary measure.

WHAT HAPPENED? Sometime over Memorial Day weekend, someone broke through the 2`x 2` glass window at our principal place of business and stole our safety deposit box and petty cash. Upon discovery of the incident, and after a thorough investigation, we determined that none of our clients' files, or Company files, computers, notes, etc. were tampered with or taken. We filed an official report with the Pierce County Sheriff's Department. We have also hired a private investigator who is conducting an on-going investigation of the matter.

WHAT INFORMATION WAS INVOLVED? The Tax Shack provides tax preparation, bookkeeping, payroll, and audit support services. As a result of the burglary, information relating to you, including your social security number, birth date, and bank account number(s), may have been accessible to the burglar. **However, we have no evidence to support the fact that your personal information was taken.** Your personal information was provided to us by either you or a related individual in conjunction with our services.

WHAT ARE WE DOING? We take this incident, and the security of your personal information, very seriously. We are taking additional steps to strengthen our security measures to protect the security of information in our possession and control. We have added bars to both the inside and outside of our only window. We have added additional locking cabinets for our files. We have added even more protocols to safeguard electronic data. Finally, we are looking into a surveillance system. As a result of this incident, we are providing additional information to you on how to better protect against identity theft and fraud.

WHAT YOU CAN DO? **It is highly unlikely that any of your personal information was acquired during the incident.** However, we recommend that you remain vigilant by reviewing your account statements and credit reports for any unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. To order your annual free credit report, please visit www.annualcreditreport.com or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies is below:



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Equifax, PO Box 740256, Atlanta, GA 30374, www.equifax.com, 1-800-525-6285

Experian, PO Box 9554, Allen, TX 75013, www.experian.com, 1-888-397-3742

TransUnion, PO Box 2000, Chester, PA 19022-2000, www.transunion.com, 1-800-916-8800

If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is below:

Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, D.C. 20580, 1-877-IDTHEFT (438-4338), www.ftc.gov/idtheft

FOR MORE INFORMATION. We are very sorry for the inconvenience and concern this incident may cause you. The security of your personal information is one of our highest priorities. Should you have any questions about the information in this letter, please feel free to call our office through this **specially designated phone line (253) 858-1062.**

Sincerely,

Tara Hendrickson
Owner and President
The Tax Shack Inc