

Dear <First\_Name> <Last\_Name>,

## NOTICE OF DATA BREACH

We take your privacy and the confidentiality of the information entrusted with us very seriously, which is why, as a precautionary measure, we are notifying you about a data security incident that involves your personal information.

**What Happened?** On April 30, 2024, Paychex learned that, in the process of exchanging information with the State of California regarding unclaimed property as required by law, the listing of unclaimed property, which included your personal information, was inadvertently provided to an unauthorized individual on March 22, 2024.

**What Information Was Involved?** The personal information exposed included full name and Social Security number.

**What We Are Doing.** Protecting your privacy and security is important to Paychex. As a precaution, we are offering impacted individuals' access to one year of Credit Monitoring, CyberScan Monitoring and Complete Recovery Services through IDX at no cost. To enroll, follow the steps in the enclosed document.

**What You Can Do.** Enclosed please find the document entitled *Protecting Your Information*, which contains information on what individuals can do to protect against the possibility of identity theft or fraud, if you so choose. We encourage you to take advantage of the complimentary IDX services included in this letter. Additionally, you should always remain vigilant in reviewing your financial account statements, explanation of benefits, and credit reports for fraudulent or irregular activity on a regular basis.

**For More Information.** Paychex deeply regrets that this incident occurred and any inconvenience this may have caused. If you have additional questions or concerns, please call us at (585) 385-6666, which is available 8:00 AM to 5:00 PM Eastern Standard Time, Monday through Friday, excluding major U.S. holidays, and ask for the Unclaimed Property department.

Sincerely,

Unclaimed Property Department  
Paychex, Inc.

## IDX Enrollment Information

We are offering identity theft protection services through IDX, the data breach and recovery services expert. With this protection, IDX will help you resolve issues if your identity is compromised. We strongly encourage you to register for this free identity theft protection service. Your 12-month IDX membership will include the following:

### Complete Credit Monitoring and Recovery Services

- **Credit Monitoring** - Monitors any changes reported by TransUnion, Experian and Equifax to your credit report.
- **CyberScan Monitoring** - Monitors criminal websites, chat rooms, and bulletin boards for illegal selling or trading of their personal information.
- **Access to the IDX Team** - Access to an online resource center for up-to-date information on new identity theft scams, tips for protection, legislative updates and other topics associated with maintaining the health of your identity.
- **Complete Recovery Services** - Should you believe that you are a victim of identity theft, IDX will work with you to assess, stop, and reverse identity theft issues.
- **Identity Theft Insurance** - In the event of a confirmed identity theft, you may be eligible for reimbursement of up to \$1,000,000 for expenses related to that theft.

**Step 1:** To enroll please visit <https://app.idx.us/account-creation/protect> or call 1-800-939-4170 and provide the membership enrollment code located at the bottom of this page.

Once you have completed your enrollment, you will receive a welcome letter by email (or by mail if you do not provide an email address when you sign up). The welcome letter will direct you to the IDX Member Website where you will find other valuable educational information.

**Step 2:** Activate the credit monitoring provided as part of your IDX membership. Credit and CyberScan monitoring are included in the membership, but you must personally activate it for it to be effective. Note: You must have established credit and access to a computer and the internet to use this service. If you need assistance, IDX will be able to assist you.

**Step 3:** Check your email for monitoring alerts and other valuable information from IDX. If you discover any suspicious items and have enrolled in IDX identity theft protection services, notify them immediately by calling or by visiting their Member website and filing a theft report.

If you file a theft report with IDX, you will be contacted by a member of its ID Care team who will help you determine the cause of the suspicious items. In the unlikely event that you fall victim to identity theft because of this incident, you will be assigned an ID Care Specialist who will work on your behalf to identify, stop, and reverse the damage quickly.

### Membership Enrollment Code:

<CODE>

## PROTECTING YOUR INFORMATION

### ***Review Your Statements and Credit Report***

As a precautionary measure, we recommend that you always remain vigilant by regularly reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can print a copy of the request form at <https://www.annualcreditreport.com/manualRequestForm.action>. Or you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies.

Equifax  
(800) 685-1111  
[www.equifax.com](http://www.equifax.com)  
P.O. Box 740241  
Atlanta, GA 30374

Experian  
(888) 397-3742  
[www.experian.com](http://www.experian.com)  
535 Anton Blvd., Suite 100  
Costa Mesa, CA 92626

TransUnion  
(800) 916-8800  
[www.transunion.com](http://www.transunion.com)  
P.O. Box 6790  
Fullerton, CA 92834

### ***Activate Fraud Alerts***

If you wish to take further steps, you may place a fraud alert on your credit files. An initial fraud alert is free and remains on your credit file for at least 90 days. A fraud alert is a consumer statement added to an individual's credit report that lets creditors know to contact you before opening an account in your name. To place a fraud alert, contact any of the three credit reporting agencies identified above.

### ***Place a Security Freeze***

You may also place a security freeze on your credit file. This will prevent new credit accounts from being opened in your name without the use of a PIN which is issued to you when the freeze is initiated. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. Contact each individual credit reporting agency to request a security freeze be placed on your credit file.

### ***Check Out the FTC Tips on Avoiding Identity Theft***

You may wish to review the tips provided by the FTC on how to avoid identity theft. For more information, please visit <http://www.ftc.gov/idtheft> or call 1-877-ID-THEFT (877-438-4338). A copy of Identity Theft: A Recovery Plan, a comprehensive guide from the FTC to help fix problems caused by identity theft, can be found on the FTC's website at [https://www.consumer.ftc.gov/articles/pdf-0009\\_identitytheft\\_a\\_recovery\\_plan.pdf](https://www.consumer.ftc.gov/articles/pdf-0009_identitytheft_a_recovery_plan.pdf).