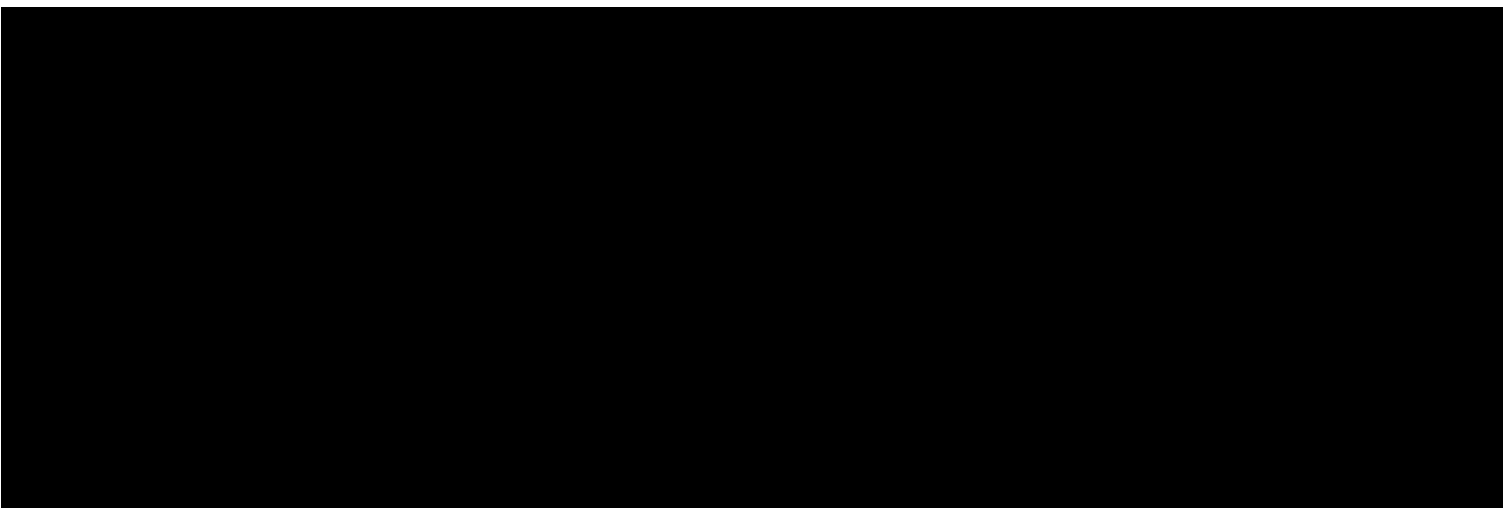




To whom it may concern,

On Thursday, January 6th an outside bookkeeping professional was preparing our year-end tax reports when inadvertently emailed 20 of our companies W-2's to one of our long term clients. The client immediately contacted us that she had been emailed the tax documents. We asked the client to delete the files, which she did immediately. As you are aware W-2's do have sensitive information on them such as your social security number, address and wages so we were very concerned. We are working closely with the bookkeeping service to ensure that our employees are covered if their information becomes compromised. We believe this is an isolated incident. In order to prevent any further issues we have decided to end our relationship with this bookkeeping service and retain the services in house going forward.

Attached is a copy of the letter we intend to give our employees.

Colleen Francis
Office Manager

Mullan Nursery

Phone: [410-343-0113](tel:410-343-0113)

Email: office@mullannurseryco.com

Website: www.mullannurseryco.com

Address: 19437 Ensor Rd White Hall, MD 21161



Mullan Nursery Company, Inc.

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19437 Ensor Road • White Hall, Maryland 21161 • 410-343-0113 • FAX 410-343-2259 • www.mullannurseryco.com

Dear valued employees,

On Thursday, January 6th an outside bookkeeping professional was preparing our year-end tax reports when inadvertently emailed 20 of our companies W-2's to one of our long term clients.

The client immediately contacted us that she had been emailed the tax documents. We asked the client to delete the files, which she did immediately. As you are aware W-2's do have sensitive information on them such as your social security number, address and wages so we were very concerned. We are working closely with the bookkeeping service to ensure that our employees are covered if their information becomes compromised. We believe this is an isolated incident. In order to prevent any further issues we have decided to end our relationship with this bookkeeping service and retain the services in house going forward.

I am included resources you may use to answer additional questions about steps you can take to avoid identity theft.

Federal Trade Commission (FTC)

600 Pennsylvania Avenue, NW
Washington, DC 20580
Telephone: (202) 326-2222
www.ftc.gov

Maryland Office of the Attorney General

200 St Paul Place
Baltimore, MD 21202
Telephone: (410)576-6300
www.marylandattorneygeneral.gov

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In addition I am providing the contact information for the three main credit reporting agencies.

Equifax

P.O. Box 740241
Atlanta, GA 30374-0241
1-888-546-7878
www.equifax.com

Experian

P.O. Box 4500
Allen, TX 75013
1-888-397-3742
www.experian.com

Transunion

P.O. Box 2000 19016-2000
Chester, PA
1-800-916-880
www.transunion.com

Please contact the office at 410-343-0113 if you have any questions or concerns.

Sincerely,

Marion Gaines Mullan
Mullan Nursery Co
<https://mullannurseryco.com/>

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