

## NOTICE OF DATA EVENT

On or around March 10, 2024, Complete Payroll Solutions LLC (“CPS”) identified suspicious activity in its systems. CPS then quickly launched an investigation into the nature and scope of this event. This investigation determined that an unknown, unauthorized individual accessed and/or acquired certain information stored on CPS’ systems. CPS is conducting a thorough investigation and review of the impacted files to identify if any sensitive information was at risk and to whom the information belonged.

CPS notified federal law enforcement and is cooperating with its investigation. Individuals who have questions about this incident can contact our dedicated call center at (866) 651-3804 between 7 a.m. central standard time (CST) and 7 p.m. CST Monday through Friday, except holidays.

The types of information potentially impacted include names, Social Security numbers, driver’s license numbers, medical information, health insurance information, and financial account information. We have seen no evidence to date that any information has been misused.

CPS encourages potentially impacted individuals to remain vigilant against incidents of identity theft and fraud, review account statements, and monitor their credit reports and explanation of benefits forms for suspicious activity. CPS is providing potentially impacted individuals with contact information for the three major credit reporting agencies, as well as providing advice on how to obtain free credit reports and how to place fraud alerts and security freezes on their credit files. The relevant contact information is below:

**Equifax**

P.O. Box 105069  
Atlanta, GA 30348  
1-888-298-0045  
[www.equifax.com](http://www.equifax.com)

**Experian**

P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

**TransUnion**

P.O. Box 2000  
Chester, PA 19016  
1-800-916-8800  
[www.transunion.com](http://www.transunion.com)

Potentially impacted individuals may also find information regarding identity theft, fraud alerts, security freezes and the steps they may take to protect their information by contacting the credit bureaus, the Federal Trade Commission, or their state Attorney General. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; [www.identitytheft.gov](http://www.identitytheft.gov); 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261.

Instances of known or suspected identity theft should also be reported to law enforcement or the individual’s state Attorney General.