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TO: Arkansas State University – Jonesboro Employees

FROM: Len T. Frey, Ph.D.
Vice Chancellor for Finance and Administration

DATE: February 12, 2013

RE: Update on IRS communication with select ASU employees

Yesterday, the Department of Finance and Administration learned that a small number of employees had received notice from the Internal Revenue Service which suggested that a third party had fraudulently filed tax returns using the employees' personally identifiable information. We immediately sent a university communication asking for feedback from anyone who had received IRS letter 4464C. As of this morning, we have 16 employees who have notified us that they received the same or similar correspondence from the IRS. We have communicated this information to the IRS.

We are currently making all efforts to determine if a security breach has occurred either within ASU or with other parties. While we are unable to confirm a breach at this time; we do believe that personal information on a number of ASU employees (at least 16) has been obtained by a third party with apparent intent to defraud.

While we continue to investigate this matter, we recommend that all ASU employees consider contacting the Internal Revenue Service at 1-800-829-1040 to inquire as to whether any attempt has been made to fraudulently file a return in your name and following any instructions given by the IRS to protect the security of your personally identifiable information.

Please know that we are aggressively investigating this matter and that we will continue to update you as new information comes to light.