

Email sent to All Users on February 22, 2013
By Lori Winn, Director of Human Resources, Arkansas State University

As you may be aware, several Arkansas State University (ASU) employees have recently been impacted by tax fraud. While the source of the identity theft has not yet been identified, ASU takes this matter very seriously and understands the hardship this has placed on our employees. Even though we do not know who was able to secure information on our employees or whether that information was obtained from ASU stored data, we remain committed to protecting the confidentiality of all employees and their personal information. As a proactive measure, all ASU employees will be offered one year free credit monitoring service through Experian Credit Service. Employees may enroll by following these steps:

1. ENSURE That You Enroll By: 05/31/2013
2. VISIT the **ProtectMyID Web Site:** www.protectmyid.com/redeem or call 877-371-7902
877-371-7902
3. PROVIDE Your Activation Code: XXXXXXXXX

To ensure that you have not been impacted by the tax fraud issue, we strongly encourage you to contact the IRS. Please continue to contact Human Resources if you receive notification that your tax return has been impacted. The information provided to HR is important to the process as we work with the Internal Revenue Service and other internal and external departments and agencies during this ongoing investigation. Additionally, you should utilize the following information from the IRS to assist in protecting personally identifiable information:

- Visit to the Internal Revenue Service website at www.irs.gov
- Type in the search box. Download, complete the form, and submit it to the IRS
- Notify one of the three (3) credit reporting agencies, www.equifax.com; www.experian.com; or www.transunion.com; and place a fraud alert on your file
- Download a free copy of your credit report at www.annualcreditreport.com to verify that your identity has not been stolen.

Please know that we will continue to give this matter the highest priority and pursue all reasonable means to bring this matter to a resolution.

Sincerely,
Lori Winn
Director of Human Resources
Arkansas State University
lwinn@astate.edu

(870) 972-3454 (870) 972-3454