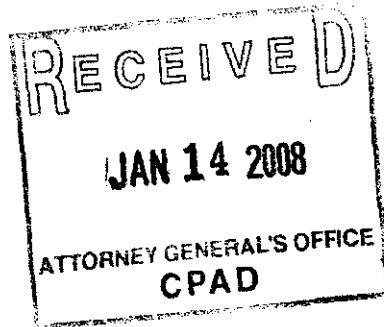


CBIZ



CBIZ, Inc.

6050 Oak Tree Boulevard S., Suite 500
Cleveland, OH 44131 • www.cbiz.com
Ph: 216.447.9000 • F: 216.447.9007

Sender's Direct Dial: (216) 525-1998
Sender's Email: jgeffert@cbiz.com

January 11 2008

VIA FEDERAL EXPRESS

Office of the Attorney General
Attn: Consumer Protection Division
One Ashburton Place
Boston, MA 02108

Re: MASS. ANN. LAWS ch. 93H, §3(b) – Notification to Attorney General

To Whom It May Concern:

I write as counsel to CBIZ Benefits & Insurance Services, Inc., a Missouri corporation doing business as CBIZ Human Capital Services ("CBIZ"), to provide the Office of the Attorney General with notice of a recent security event concerning the personal information of ten Massachusetts residents in accordance with MASS. ANN. LAWS ch. 93H, §3(b). Concurrent with this correspondence, CBIZ is also notifying the affected residents in accordance with MASS. ANN. LAWS ch. 93H, §3(b).

CBIZ provides outsourced Form 5500 services in connection with the retirement plan of a client, a Delaware corporation with offices in Boston, Massachusetts. Seven laptop computers were stolen from CBIZ's office in Creve Coeur, Missouri, a suburb of St. Louis, on or about December 24th, 2007. The office was closed December 24th and 25th and no employees returned to the office until December 26th. We believe that one of the stolen computers contained a file consisting of names and social security numbers of 6-8 former employees of the client who are Massachusetts residents. Although each computer contained two levels of password protection, the information could still conceivably be accessed by an unauthorized party. Upon discovery on December 26th, CBIZ reported the theft to the Creve Coeur, Missouri police department and has cooperated fully in their continuing investigation. CBIZ continues to cooperate with the local police and assess the security of the computers and office space. For your reference, I have enclosed my correspondence to the Director of Consumer Affairs and Business Regulation.



Office of the Attorney General
Consumer Protection Division
January 11, 2008
Page 2 of 2

Please feel free to contact me if you have any questions regarding this incident.

Very truly yours,

A handwritten signature in black ink, appearing to read "John J. Geffert".

John J. Geffert
Associate General Counsel
CBIZ, Inc.

enc

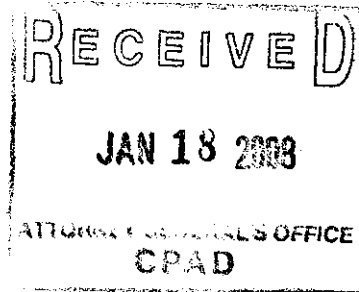


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January 17, 2008



VIA FEDERAL EXPRESS

Office of the Attorney General
Attn: Scott D. Schafer, Esq.
One Ashburton Place
Boston, MA 02108

Re: MASS. ANN. LAWS ch. 93H, §3(b) – Notification to Attorney General

Dear Mr. Schafer:

Pursuant to your January 14, 2008 correspondence, please find enclosed a sample of the notice CBIZ Benefits & Insurance Services, Inc., d/b/a CBIZ Human Capital Services, provided to the Massachusetts residents affected by the laptop computer theft in the company's St. Louis offices.

Very truly yours,

John J. Geffert
Associate General Counsel
CBIZ, Inc.

enc

CBIZ

CBIZ Human Capital Services

January 11, 2008

Dear [REDACTED]

CBIZ Human Capital Services provides outsourced Form 5500 services to your former employer Briggs New York, Inc. in connection with its 401(k) Plan and Trust. We are writing to you because of a recent security incident.

To protect yourself from the possibility of identity theft, we recommend that you place a fraud alert on your credit files. A fraud alert lets creditors know to contact you before opening new accounts. Just call any one of the three credit reporting agencies at a number below. This will let you automatically place fraud alerts with all of the agencies. You will then receive letters from all of them, with instructions on how to get a free copy of your credit report from each.

Experian
888-397-3742

Equifax
888-766-0008

TransUnion
888-909-8872

When you receive your credit reports, look them over carefully. Look for accounts you did not open. Look for inquiries from creditors that you did not initiate. And look for personal information, such as home address and Social Security number, that is not accurate. If you see anything you do not understand, call the credit reporting agency at the telephone number on the report.

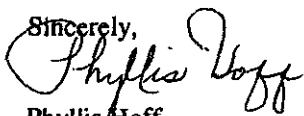
If you do find suspicious activity on your credit reports, call your local police or sheriff's office and file a police report of identity theft. You can also call the investigating police department in Creve Coeur at 314-432-8000 to obtain a copy of the police report. You may need to give copies of the police report to creditors to clear up your records.

Even if you do not find any signs of fraud on your reports, we recommend that you check your credit report every three months for the next year. Just call one of the numbers above to order your reports and keep the fraud alert in place.

Alternatively, you may place a security freeze on your credit report for \$5, which requires the credit reporting agency to contact you before providing your credit report to a third party. A security freeze may be temporary or permanently removed for \$5 per request. A security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent; however, using a security freeze may delay, interfere with, or prohibit the timely approval of any subsequent requests or applications regarding a new loan, credit, mortgage, insurance, government services or payments, rental housing, employment, investment, license, cellular phone, utilities, digital signature, Internet credit card transaction, or other services, including an extension of credit at point of sale. See the attached chart for information on placing a security freeze, which must be placed with each of the three major credit reporting agencies.

For more information on identity theft, we suggest that you visit the website of the Federal Trade Commission at www.consumer.gov/idtheft. If there is anything CBIZ can do to assist you, please call Phyllis Hoff at 314-692-5887.

Sincerely,



Phyllis Hoff
Managing Director
CBIZ Human Capital Services

Experian

To request a security freeze, send all of the following (documentation for both the spouse and the victim must be submitted when requesting the spouse's credit report) to Experian Security Freeze, P.O. Box 9554, Allen, TX 75013: full name, with middle initial and generation, such as JR, SR, II, III, etc.; Social Security number; date of birth (month, day and year); current address and previous addresses for the past two years; and \$5 fee or a valid investigative or incident report or complaint with a law enforcement agency or the DMV. In addition, enclose one copy of a government issued identification card, such as a driver's license, state or military ID card, etc., and one copy of a utility bill, bank or insurance statement, etc. Make sure that each copy is legible (enlarge if necessary), displays your name and current mailing address, and the date of issue (statement dates must be recent). We are unable to accept credit card statements, voided checks, lease agreements, magazine subscriptions or postal service forwarding orders as proof. To protect your personal identification information, Experian does not return correspondence sent to us. Send copies of any documents you wish to provide and you should always retain your original documents. We will send you a confirmation notice once the security freeze has been added, and you will be given a personal identification number (PIN) that will be required in order to remove the freeze temporarily (in order to apply for credit or for any transaction that requires that another party access your personal credit report) or permanently.

Acceptable forms of payment for placing a security freeze are check or money order by mail. Acceptable forms of payment for temporarily or permanently removing a security freeze include credit card over the phone or check or money order by mail. Consumers may request a lost or misplaced PIN by calling 1 888 EXPERIAN (888 397 3742) or by writing to us and including all of the required identification information listed above.

Equifax

Your written request to
Equifax Security Freeze
P.O. Box 105788
Atlanta, Georgia 30348

must include the following information:

1. Name
2. Address
3. Date of Birth
4. Social Security Number
5. Proof of current address such as a current utility bill
6. \$5 Payment of applicable fees to request a security freeze of your credit file. We accept personal checks, American Express, Mastercard, VISA, and Discover Cards for payment of fees. If you are paying by credit card, please include the following information:
 - a. Name of the person as it appears on the credit card
 - b. Type of credit card (American Express, Mastercard, VISA, or Discover Card)
 - c. Complete account number
 - d. Expiration data (month and year)
 - e. For American Express - 4 digit Card Identification Number (on front of card above the account number)
 - f. For Mastercard, VISA, or Discover Card - 3 digit Card Identification Number (on back of card at the end of the account number. Please do not send cash through the mail.
7. If you are an identity theft victim and are requesting a security freeze you must also include a copy of a police report, Identity Theft report, or other government law enforcement agency report, such as a DMV report.

TransUnion

Your request must include your name, address, Social Security Number and a credit card number and expiration date to pay the applicable fee, if any, for the service. Please also include proof of your current residence, such as a state issued identification card or driver's license. Once your request is received, the Security Freeze will be added within the time required by your state. You will be provided with an information letter including a Personal Identification Number (PIN). Mail your written request to: TransUnion, Fraud Victim Assistance Department, P.O. Box 6790 Fullerton, CA 92834.