STOLEN IDENTITY

JNBA FINANCIAL ADVISORS

Identity theft has become a growing problem. The purpose of this checklist is to provide guidance on steps to take if you are a victim or may become a victim of identity theft.

ACT QUICKLY

If someone has stolen and is using your personal information it is important to act quickly and go through the following steps:

1. Call the companies where you know the fraud occurred.
2. Place a fraud alert on your credit reports and request copies.
3. Report identity theft to the Federal Trade Commission (FTC).
4. File a report with your local police department.

STEP ONE

Step 1: Call the companies where you know the fraud occurred.

Credit Card Providers: If your credit card has been lost or stolen.

- ☐ Notify the card companies immediately to mitigate responsibility for the fraudulent charges.
- ☐ Inform them that you would like the account to be closed and that you would like to activate a new account with a new password.
- ☐ Change logins, passwords, and PINs for your account.

Bank: If your ATM or debit card has been stolen.

If you report your debit card lost or stolen:	Your maximum loss is:
Before any unauthorized charges are made.	$0
Within two business days after you learn about the theft or loss.	$50
After the initial two days but within 60 days after your statement is sent to you.	$500
More than 60 days after your statement is sent to you.	Possibly unlimited loss

Source: identitytheft.gov

STEP TWO

Step 2: Place a fraud alert on your credit reports and request copies.

Fraud Alert

- ☐ **Why?** A fraud alert places a red flag on your credit file to notify lenders and others that they should take special precautions to ensure your identity before extending credit.
- ☐ **How?** Call <u>one</u> of the credit bureaus (listed below) and ask for an initial fraud alert on your credit report; it is their responsibility to contact the other two credit bureaus. Placing an initial fraud alert on your account is free.

1) Equifax	1-888-685-1111
2) Experian	1-888-397-3742
3) TransUnion	1-888-909-8872

PLEASE NOTE: JNBA is not an agent of the Federal Trade Commission nor any affiliation with any of the three major credit bureaus. JNBA is not an agent of the Social Security Administration. All websites referred to in this document are for reference purposes and are not affiliated with JNBA. As of April 12, 2019. Content is subject to change without notice.

STEP TWO

Type of Fraud Alert	Information
Initial Fraud Alert	This will protect credit from unverified access. You can renew this alert after 90 days (if desired). It is free to place an initial fraud alert.
Extended Fraud Alert	To place an extended fraud alert you must prove that you have been a victim of identity theft by providing a copy of your Identity Theft Report. This alert is free and will protect your credit for seven years.
Active Duty Military Alert	This is for military personnel who want to protect their credit while deployed. This alert lasts for one year and is free.

Credit Reports

The federal law allows you to get a free copy of your credit report every 12 months at www.annualcreditreport.com.

Security Freeze

- **Why?** Placing a freeze on your account will prevent potential creditors from accessing your credit report entirely. If you do want a business, lender, or employer to review your credit report, you must ask the reporting company to lift the freeze. You can ask to lift the freeze temporarily or permanently.
- **How?** You must contact all three of the credit bureaus in order to place a freeze on your accounts. Credit bureaus in Minnesota charge a $5 fee to place or remove a security freeze, unless you prove that you are a victim of identity theft by providing a copy of your Identity Theft Report, in which case there is no fee.

STEP THREE

Step 3: Report identity theft to the Federal Trade Commission (FTC).

- Go to The Federal Trade Commission website https://www.identitytheft.gov/ and complete the online complaint form. Provide as many details as you can. Based on the information you enter, the FTC will create your Theft Affidavit. Save or print the Affidavit immediately. Once you leave the page, you will not be able to access your Theft Affidavit again on the website.
- Complaints from consumers help the FTC detect patterns of fraud and abuse. The Theft Affidavit will also assist you in gathering all the information needed for you to file a police report.

STEP FOUR

Step 4: File a report with your local police department.

- Contact your local police department and inform them that someone has stolen your identity and that you would like to file a report.
- Be prepared to show them:
  - A copy of your Theft Affidavit.
  - Photo ID.
  - Proof of your address.
  - Any other proof that your identity has been stolen.
  - Request a copy of the police report. You will need this to file an extended fraud alert.

TAX
RELATED

Tax Related Identity Theft

Tax related identity theft occurs when someone uses a stolen Social Security number to file a fraudulent tax return. You may receive an unexpected notice from the IRS or you may have your e-filed tax return rejected, which will alert you that someone is using your SSN. It is important to respond immediately by calling the number on the notice. If you are not contacted by the IRS but believe that you are a victim of identity theft, contact the IRS Identity Protection Specialized Unit at 800-908-4490.

*Note: The IRS does not initiate contact with taxpayers by email or social media to request personal information

If you are a victim of tax related identity theft, refer to steps 1-4 and then follow step 5.

1. Call the companies where you know the fraud occurred.
2. Place a fraud alert on your credit reports and request copies.
3. Report identity theft to the FTC.
4. File a report with your local police department.

STEP
FIVE

Step 5: Contact the IRS.

- ☐ If you receive a letter from the IRS make sure to respond immediately by calling the number on the letter.
- ☐ File IRS Form 14039 Identity Theft Affidavit if:
    1. You are a victim of identity theft AND it is affecting your federal tax records.
    2. You have experienced an event involving your personal information that may at some future time affect your federal tax records.
- ☐ The IRS Form 14039 will inform you where to mail or fax the completed form.
- ☐ This form alerts the IRS about your situation so that they can mark your account to identify any questionable activity.
- ☐ Watch for any follow-up correspondence from the IRS and respond quickly.

REDUCE
RISK

How to reduce your risk

- ☐ Review your credit report periodically. You may request your credit report for free once per year at www.annualcreditreport.com.
- ☐ Review and consider freezing your child's credit to make it harder for someone to open new accounts in your child's name. Often these go undetected until your child applies for credit as an adult.
- ☐ Do not leave home with your Social Security card, birth certificate, checks, or passport unless you need them.
- ☐ When you are throwing away any documents or receipts with your personal information, make sure to shred them before you dispose of them.
- ☐ Do not store personal information or passwords on your computer, tablet, or cell phone.
- ☐ Install a firewall on your computer to prevent hackers and cyber-programs which can steal your personal information.
- ☐ Do not use online banking while on a public computer or tablet.
- ☐ When you make purchases online, make sure you buy from reputable stores and sellers.
- ☐ Create strong passwords, no less than six characters long with numbers and symbols.
    - o Change these passwords regularly.
    - o Do not use the same password for all of your accounts.

HELPFUL RESOURCES

Consumer Information – Federal Trade Commission

https://www.consumer.ftc.gov/

Internal Revenue Service Identity Protection

http://www.irs.gov/Individuals/Identity-Protection

Identity Theft – Federal Trade Commission

https://www.identitytheft.gov/

The Official Social Security Website

http://www.socialsecurity.gov/

IRS Form14039 Identity Theft Affidavit

https://www.irs.gov/pub/irs-pdf/f14039.pdf