

What do I do if Identity Theft happens to me ?

If you discover your identity has been stolen, your wallet lost, or any other alarming occurrence, **here are the numbers to call to stop the thieves in their tracks:**

Equifax 1-800-5255-6285

Experian (TRW) 1-888-397-3742

Trans Union 1-800-680-7289

Social Security Administration Fraud Line
1-800-269-0271

STEPS TO TAKE

- Call all 3 national credit reporting organizations to place a fraud alert on your name and SSN.
- Get a copy of your report at www.consumer.gov/idtheft
- Call Federal Identity Theft Hotline 1-877-438-4338 .
- Cancel your credit cards using numbers on copies in your box.
- File a police report to prove your diligence.
- Keep checking your credit report.

Last Modified 9/8/2019 5:44 AM

If your SSN has been compromised and you know or suspect you may be a victim of tax-related identity theft, take these additional steps:

- Respond immediately to any written IRS notice; call the number provided.
- Complete IRS Form 14039, Identity Theft Affidavit. Use a fillable form at IRS.gov, print, then mail or fax according to instructions.
- Continue to pay your taxes and file your tax return, even if you must do so by paper.
- If you previously contacted the IRS and did not have a resolution, contact the Identity Protection Specialized Unit at 800-908-4490. The IRS has teams available to assist.

The IRS has greatly reduced the time it takes to resolve identity theft cases but please know these are extremely complex cases, frequently touching on multiple issues and multiple tax years. It can be time consuming. A typical case can take about 120 days to resolve.

If you are unable to get your issue resolved and are experiencing financial difficulties, contact the Taxpayer Advocate Service toll-free at 877-777-4778.



The foregoing information is provided as an ongoing service of the tax professionals of the **Arizona Society of Enrolled Agents**. Enrolled Agents are the only tax preparers licensed by the federal government to represent YOU. We're on YOUR side! Visit us at : www.aztaxpros.org

Disaster Emergency Plan

Records & Information Storage

Identity Theft Protection

In 2018, the Federal Trade Commission processed 1.4 million fraud reports totaling \$1.48 billion in losses. According to the FTC's "Consumer Sentinel Network Data Book" .



You might evacuate in storms, fire, flood, chemical spill, police emergencies or Nuclear disaster with only minutes notice.



- **Careful planning**
- **Continued Vigilance**

Provide Safeguards & Peace of Mind for an Emergency

Imagine a quick dash home to retrieve documents before you are forced to evacuate!

How will you safeguard essential documents when you travel?

If you must confirm your identity, what proof will you have? How will you prove your credit, your ownership, your history?

- Make copies of documents to prove identity, citizenship, residency and education of yourself and each family member.
- Safeguard original documents in bank safety deposit box or your own fireproof safe.

Steps to take for Personal Record Protection

- Get a briefcase or box to contain your essential information.
- Inventory the safety deposit box or safe.

Make and keep copies in all boxes you create. Place permanent records together, and update the changeable items every 3 months to a year.

- Copy Deeds, Mortgages & Loans .
- Have a copy of current statements for credit cards, other debts, utilities. Copy both sides of credit cards for reporting lost card info.
- Copy each investment, bank account, or mutual fund statement showing current balances, account number and addresses to contact the fund or institution.
- Copy birth certificates, marriage licenses, drivers licenses, passports, social security cards, health insurance cards, immigration documents, even library cards.
- Copy school records, college transcripts, social security earnings records, resumes.
- Photograph your home inside & out. Video is best with your comments concerning the age and price of items. Open drawers & closets to show contents. Store photos offsite!
- Inventory home contents! Software helps you perform this in 2-3 hours. Use estimated values if you do not have current replacement values of any item. List serial numbers. Don't forget pantry, clothing, exterior lights, etc, storage & attic contents.
- Copy all insurance policies! (at least front page)
- Copy car titles, boat registrations, etc .

- Inventory car contents! Keep warranties & serial numbers to help if the car is stolen or vandalized.
- Make duplicate keys for cars, home, RV, safety deposit box.
- List physician names, addresses & phone numbers.
- Copy current Rx in event of computer error.
- Duplicate unusual medical records such as allergies, etc.
- Copy hard drives, zip drives.
- Copy of passwords and web addresses.
- Review credit report regularly.
- Protect receipts with card numbers.

Where do I put the copies & duplicates?

Pack copies, keys, records, duplicate address books in a briefcase or bankers box. Place in doorway (not in car) until you leave. Take to relative or friend during extended travel.

Computer diskettes or CD's, backup zip or hard drives should be packed along with paper copies of your documents.

Good Luck. May you never need the box you prepared.