

## **Tax Fraud –Please Read**

Several ASU employees have been impacted by tax fraud. Even though we do not know if that information was obtained from ASU-stored data, we want to protect our student employees and their personal information. All employees should follow the steps below. Until these actions have been taken, you will be vulnerable to tax fraud.

### **First, find out if you are a victim of tax fraud. Did someone file income taxes in your name?**

To find the answer, please contact the Internal Revenue Service at 1-800-829-1040, or IRS Identity Protection Specialized Unit at 1-800-908-4490.

### **If the IRS says you are NOT a victim of tax fraud, the following actions should be taken:**

- a. Visit to the Internal Revenue Service website at [www.irs.gov](http://www.irs.gov)
- a. Type “14039” in the search box. Download, complete the form, and submit it to the IRS
- b. Notify one of the three (3) credit reporting agencies, [www.equifax.com](http://www.equifax.com); [www.experian.com](http://www.experian.com); or [www.transunion.com](http://www.transunion.com); and place a fraud alert on your file
- c. Download a free copy of your credit report at [www.annualcreditreport.com](http://www.annualcreditreport.com) to verify that your identity has not been stolen

### **If the IRS says you ARE a victim of tax fraud, the following action should be taken immediately:**

- a. Contact the Human Resources Department - The information provided to HR is important to the process as we work with the IRS and other agencies during this investigation
- b. Report the fraud by completing the IRS ID Theft Affidavit Form 14039 <http://www.irs.gov/pub/irs-pdf/f14039.pdf>
- c. Complete the Federal Trade Commission (FTC) Identity Theft Affidavit <http://www.consumer.ftc.gov/articles/0277-create-identity-theft-report>

- d. Complete a report about the theft by visiting the University Police Department or your local law enforcement office

You will need to provide:

- a copy of your FTC Identity Theft Affidavit
- a government-issued ID with a photo
- proof of your address (rental agreement, pay stub or utilities bill)
- FTC's Memo to Law Enforcement <http://www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0088-ftc-memo-law-enforcement.pdf>

- e. Put a fraud alert on your credit reports and order a copy of your credit report:

- Equifax <http://www.equifax.com/>
- Experian <http://www.experian.com/>
- Transunion <http://www.transunion.com/>

- f. Update your records:

- Record the dates you made all calls or sent letters
- Keep copies of all documents in your files
- Keep a record of your police report number

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,  
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