

All employees of Arkansas State University are *strongly encouraged* to take immediate action to ensure that they are not a victim of tax fraud. Several ASU employees have been impacted by tax fraud, although 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 result, all employees should follow the steps outlined below, until these actions have been taken, you will continue to be vulnerable to tax fraud:

Contact the Internal Revenue Service at 1-800-829-1040, or IRS Identity Protection Specialized Unit at 1-800-908-4490

If **the IRS does not identify you** as a victim of tax fraud the following action 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 Internal Revenue Service notifies you that you have become 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 Internal Revenue Service and other internal and external departments and agencies during this ongoing 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) <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,  
Lori Winn  
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