

Case # _____

WORKSHEET

This worksheet will guide you through the following essential steps to stop fraudulent use of your identity and restore your credit:

- ✓ Contact the three major credit bureaus
- ✓ Contact your creditors
- ✓ File a police report and contact the Federal Trade Commission
- ✓ Stop payment on stolen checks

Contact the Fraud Departments at the Three Major Credit Bureaus

Explain that you're a victim of identity theft, and request that a fraud alert be placed in your file, as well as a **fraud victim's statement**, which asks creditors to call you before opening any new accounts or making changes to your existing accounts. Be sure to leave a daytime and evening phone number where you can be reached. Also, ask for a free copy of your credit report. Order new copies in a few months to verify that corrections were made and to make sure no new fraudulent activity has occurred.

Bureau	Phone Number	Date Contacted	Contact Person	Comments
Equifax	1-800-525-6285			
Experian	1-888-397-3742			
TransUnion	1-800-680-7289			

Contact Your Creditors

Promptly contact each of your creditors, including, banks, credit card issuers, phone and utility companies, and other lenders. To protect your legal rights, follow-up with a letter to each. Check for fraudulent charges and/or changes-of-address on all your accounts. Close any accounts that have been compromised and open new ones. Be sure to use different, non-obvious Personal Identification Numbers (PINs) and passwords. Ask that inquiries related to fraud be removed.

Creditor	Address/Phone	Date Contacted	Contact Person	Comments

File a Police Report and Contact the Federal Trade Commission

Be sure to file a police report with either your local police or the police department in the community where the theft took place. Get a copy of the report to use as proof of the crime when dealing with creditors. Also file a complaint with the Federal Trade Commission at the number below or via their online ID theft form at [https://m.ftc.gov/pls/dod/widtpubl\\$.startup?Z_ORG_CODE=PU03](https://m.ftc.gov/pls/dod/widtpubl$.startup?Z_ORG_CODE=PU03). Complaints are entered into a secure consumer fraud database, accessible only to law enforcement agencies, for use in pursuing criminal investigations.

Agency/ Department	Phone Number	Date Contacted	Contact Person	Report # and Comments
Federal Trade Commission	1-877-IDTHEFT (438-4338)			
Local Police				

Stop Payment on Stolen Checks

If your checks have been stolen or misused, contact your bank immediately to obtain stop payment instructions. Also contact the major check verification companies below to request that they notify retailers using their databases not to accept these checks. If your ATM/debit card has been lost, stolen or otherwise compromised, cancel the card as soon you can get a new PIN.

Institution	Phone Number	Date Contacted	Contact Person	Comments
Your Bank				
Certegy, Inc	1-800-437-5120			
Global Payments	1-800-766-2748			
TeleCheck	1-800-710-9898			
SCAN	1-800-262-7771			

Additional Needs of Identity Theft Victims

Issue	Contact
Remove fraudulent phone charges (within your state)	State Public Utility Commission
Remove fraudulent long distance or cellular phone charges	1-888-CALL-FCC (1-888-225-5322)
Report fraudulent use of your Social Security Number	1-800-772-1213
Report misuse of your name or Social Security Number to get a drivers license	State Dept of Motor Vehicles or via www.onlinedmv.com
Report your mail has been stolen and used to obtain new accounts	U.S. Postal Inspector - www.usps.gov/websites/depart/inspect or your local phone directory