

Identity Theft Checklist

	Phone Notification	Mail Notification	Response Received
1. Notify your financial institutions.			
2. Close all fraudulent accounts.			
3. Open new accounts.			
a.			
b.			
c.			
d.			
e.			
4. In order to protect your account, please realize that you will be required to show a photo ID. In addition, you may be questioned when conducting a transaction, and in most cases a supervisor will be required to review your transactions at the credit union.			
5. Report the loss to the police in the jurisdiction in which you believe the identity theft occurred.			
6. Contact all three credit bureaus and place either a fraud alert or a victim's statement (whichever is appropriate) on your credit report about the possibility of identity theft.			
a. Equifax Phone 800-685-1111 to order report 800-525-6285 to report fraud Address P.O. Box 740241 Atlanta, GA 30374-0241 Website www.equifax.com			
b. Experian Phone 888-397-3742 (888-experian) to order report or report fraud Address P O Box 2002 Allen, TX 75013 to order report P O Box 9530, Allen, TX 75013 to report fraud			

<p>Website www.experian.com</p>			
<p>c. Trans Union</p> <p>Phone 800-888-4213 to order report 800-680-7289 to report fraud</p> <p>Address P.O. Box 1000 Chester, PA 19022 to order report</p> <p> P.O. Box 6790 Fullerton, CA 92634 to report fraud</p> <p>Website www.tuc.com</p>			
<p>7. Complete the Identity Theft Affidavit and forward it to each company where a fraudulent transaction has occurred. Use certified mail.</p>			
<p>a.</p>			
<p>b.</p>			
<p>c.</p>			
<p>d.</p>			
<p>e.</p>			
<p>8. Contact the Federal Trade Commission (FTC) Hotline.</p> <p>a. 800-IDTHEFT (800-438-4338)</p> <p>b. www.ftc.gov</p> <p>c. Additional information on identity theft can be obtained on this website.</p>			
<p>9. Read "When Bad Things Happen to Your Good Name". The credit union can supply you with a copy or you can access it at www.ftc.gov</p>			
<p>10. Keep copies of all written correspondence.</p>			
<p>a.</p>			
<p>b.</p>			
<p>c.</p>			
<p>d.</p>			
<p>e.</p>			

11. Use certified mail for all written correspondence.			
a.			
b.			
c.			
d.			
e.			
12. List names and extensions of anybody you talk to and what company they are with.			
a.			
b.			
c.			
d.			
e.			