



BUSINESS IDENTITY THEFT CHECKLIST

Here are some tips and steps to follow if you think your business has fallen victim to identity theft.

- Go to the Secretary of State's website and file a statement of correction. Be sure not to include any personal information when attaching supporting documents.
- File a complaint with the Federal Trade Commission.
- File a police report with the local police department.
- Respond immediately to any notices from the IRS.
- Contact your bank and credit card provider and report the theft.
- Contact credit reporting agencies and speak with their fraud departments.
Equifax 800.525.6285
Experian..... 888.397.3742
Trans Union..... 800.916.8800
- Place a fraud alert on your credit report and/or request a credit freeze.
- Monitor credit reports for suspicious activity every 12 months.
- Report any discrepancies with your EIN.
- Contact your business creditors, billing companies and the creditors where fraudulent accounts were opened and notify them of the criminal activity.
- Carefully review and reconcile account statements as soon as you receive them.
- Regularly review business registration information online (for all active and closed businesses).
- Close any accounts that have been tampered with or opened without your permission.
- Document who you've contacted, including names, titles, phone numbers and extensions.
- Follow up all calls with a letter (preferably with a return receipt).
- Keep everything in a safe, secure place to reference back to if needed.
- Update virus, malware and other security software programs on your computer.
- Remain vigilant and be alert for suspicious or unusual activity.

Sources:

<https://www.atg.wa.gov/identity-theft-and-privacy-guide-businesses>

<https://www.coloradosos.gov/pubs/business/ProtectYourBusiness/protectYourBusiness.html>

<https://www.irs.gov/tax-professionals/tax-practitioner-guide-to-business-identity-theft>



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