

**WHAT TO DO IF YOU’RE A VICTIM OF EMPLOYMENT FRAUD**

**FOR EMPLOYERS**

1. **Act Immediately.**
2. **Inform your employee(s) impacted.**
3. **Report the fraud to your state Department of Employment Security**
	1. Complete the online fraud form on the website.
	2. Call the telephone number on their website.
4. **Provide your employee(s) with the steps they should take below.**
5. **Create/follow security policies / employee training / network and email security**

**FOR EMPLOYEES**

1. **Act Immediately.**
2. **Notify your employer.**
3. **Report the fraud to your state Department of Employment Security.**
	1. Complete the online fraud form on the website.
	2. Call the telephone number on their website.
4. **If you received a debit card from the state, do not cash it. Destroy it.**
5. **File a police report.**
6. **Report the fraud to the FTC at** [**www.identitytheft.gov**](http://www.identitytheft.gov)**.**
7. **Report the fraud to the IRS and file form 14039.**
8. **Request your free credit reports via** [**www.annualcreditreport.com**](http://www.annualcreditreport.com) **and review them for fraudulent activity.**
9. **Contact the US Department of Labor to complete a report at** [**https://www.dot.gov**](https://www.dot.gov)**.**
10. **Create an online account with Social Security on** [**www.ssa.gov**](http://www.ssa.gov)**.**
11. **Set up informed delivery at** [**www.usps.com**](http://www.usps.com)**.**
12. **Set up a fraud alert and credit freeze. Your ID Theft protection company can handle this too.**