

What do I do if it happens to me?

If you discover your identity has been stolen, your wallet lost, or any other alarming occurrence, **here are the numbers to call to stop the thieves in their tracks:**

Equifax 1-800-525-6285
Experian (TRW) 1-888-397-3742
Trans Union 1-800-680-7289
Social Security Administration
Fraud Line 1-800-269-0271

STEPS TO TAKE

- Call all 3 national credit-reporting organizations to place a fraud alert on your name and SSN. Get a copy of your report at www.consumer.gov/idtheft
- Call Federal Identity Theft Hotline **1-877-438-4338**
- Cancel your credit cards using numbers on copies in your box
- File a police report to prove your diligence
- Keep checking your credit report



Where do I put the copies & duplicates?

Pack copies, keys, records, duplicate address books, in a briefcase or folding white box. Place in doorway (not in car) until evacuation. Take to relative or friend during extended travel.

Computer diskettes or CD's, backup zip or hard drives should be packed along with paper copies of your documents.

Good Luck. May you never need the box you prepared.

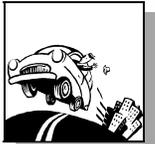
The foregoing information is provided as an ongoing service of the tax professionals of the **Arizona Society of Enrolled Agents**. *Enrolled Agents are the only tax preparers licensed by the federal government to represent YOU. We're on YOUR side! Visit us for names you need at www.aztaxpros.org*
1-866-aztaxpros

Disaster Emergency Plan Identity Theft Protection Records & Information Storage

*Identity theft is largest growing crime in nation!
\$18,000+ average loss.*



You might evacuate in storms, fire, flood, chemical spill, police emergencies with only minutes notice.



What can You do NOW to Prepare for your Family's Security or Recovery?



Imagine a quick dash home to retrieve documents before you are forced to evacuate!

How will you safeguard essential documents when you travel?

If you must confirm your identity, what proof will you have? How will you prove your credit, your ownership, your history?

- **Careful planning**
 - **Continued Vigilance**
- Provide Safeguards & Peace of Mind for Either Emergency**



- Make copies of documents to prove your identity, citizenship, residency and education of yourself and each family member.
- Safeguard original documents in bank safety deposit box or your own fireproof safe, cemented in place.
- Buy a shredder.
- File receipts.

Steps to take for Personal Record Protection

- **Get a briefcase or box to contain your essential information.**
- **Inventory the safety deposit box or safe. Keep a copy in all boxes.**
- **Copy Deeds, Mortgages & Loans**
- **Have a copy of current statements for credit cards, other debts, utilities. Copy both sides of credit cards for reporting lost card info.**
- **Copy each investment, bank account, or mutual fund statement showing current balances, account number and addresses to contact the fund or institution.**
- **Copy birth certificates, marriage licenses, drivers' licenses, passports, social security cards, health insurance cards, immigration documents, even library cards.**
- **Copy all insurance policies!(at least front page)**
- **Inventory car contents! Keep warranties & serial numbers to help recover amazing \$ amount if the car is stolen or vandalized.**
- **Photograph your home inside & out. Video is best with your comments concerning the age and price of items. Open drawers & closets to show contents. Store photos offsite!**
- **Inventory home contents! Software helps you perform this in 2-3 hours. Use**

estimated values if you do not have current replacement values of any item. List serial numbers. Don't forget pantry, clothing, exterior lights, etc, storage & attic contents for HIGH values.

- **Make duplicate keys for cars, home, RV, safety deposit box**
- **Copy car titles, boat registrations, etc**
- **List physician names, addresses & phone. Copy**



current Rx in event of computer error. Duplicate unusual medical records such as allergies, etc.

- **Copy school records, college transcripts, social security earnings records for resumes, & proof of your identity & qualifications.**
- **Copy hard drives, zip drives**
- **Review credit report regularly**
- **Protect receipts with card numbers even from gas**