

RECOMMENDATIONS: The NYSIC CAU recommends that the following steps be considered for individuals who are a victim of employment fraud.

- Step One – Contact Human Resources
 - Contact your organization's HR staff to coordinate and report the incident to your employer.
- Step Two – Contact New York State Department of Labor
 - Report the fraud to New York State DOL at 1-888-598-2077 or through their online form: <https://labor.ny.gov/agencyinfo/uifraud.shtm>
 - You will need the following information for identity verification:
 - Social Security Number (SSN)
 - Address
 - Phone Number
 - Email address
 - Information on how you learned a claim was filed on your behalf, when the fraud began, and whether the fraud is ongoing.
- Step Three – File a Police Report
 - File an online or non-emergency report with the agency whose jurisdiction you live in.
- Step Four – Report to the Three Major Credit Bureaus
 - Obtain your free credit report from Equifax, Experian, and TransUnion at <https://www.annualcreditreport.com> or call 1-877-322-8228.
 - Report to the credit bureaus that a fraudulent claim was made using your identity and provide them with the case number from your police report. You can have a fraud alert put on your identity and/or freeze your credit. Either can be done free of charge.
 - A fraud alert will make it more difficult for someone to open new accounts in your name. To place a fraud alert, contact one of the three credit bureaus. That bureau will then notify the other two credit bureaus.
 - Experian: 1-888-397-3742
 - TransUnion: 1-800-680-7289
 - Equifax: 1-888-766-0008
 - Check your credit activity at least once a year. As a victim of identity theft, you have the right to check it monthly if you choose.
 - If you do not have upcoming large purchases, such as a home, you may want to freeze your credit for more protection. You can accomplish this by visiting <https://www.consumer.ftc.gov/articles/0497-credit-freeze-faqs>.
- Step Five – Federal Trade Commission (FTC) & Internal Revenue Service (IRS)
 - File a short report with the FTC at <https://www.identitytheft.gov>. Provide the case number from your police report. Additional information can be found at <https://www.ftc.gov/idtheft>.
- Step Six – Keep Your Notes
 - Retain any notes, copies of emails, etc., related to your reports and the fraud activity. You can reference them if you face any identity issues or locate inaccuracies on your credit history sometime in the future.