

**Urgent Notice**  
**Updated on March 11, 2014 at 12:00P.M.**

It has recently come to our attention that some Archdiocesan employees and volunteers are victims of a national tax refund fraud.

Victims' social security numbers have been used in fraudulent tax returns for the calendar year 2013. Please be assured that we are taking appropriate steps to determine whether or not a breach of systems within the Archdiocese (including Parishes and Schools) or systems of our vendors has occurred or if there is some other of the problem. We have hired a forensic security firm (Stroz Friedberg) to assist us in analyzing and repairing the affected systems and are working with the FBI and IRS to address the issue. We will update this site as more information becomes available.

All employees and volunteers of the Archdiocese of Seattle should take the following steps as soon as possible:

1. Call the Identity Protection Specialized Unit at the IRS at 1 (800) 908 4490 extension 245.
  - a. The representative at the IRS will walk you through the steps to determine if your tax identity has been compromised. Note that for Joint filers, both spouses should speak to the Identity Protection Unit.
  - b. If your identity has been compromised. Follow the instructions for the IRS representative. Steps to be taken will vary depending on each filer's circumstances and will include:
    - i. Prepare and file IRS Form 14039. A copy of your identification needs to be filed with this form.
    - ii. Call Equifax to report the fraud at 1 (800) 525 6285. They will notify the other two major credit reporting agencies.
    - iii. Submit a report the theft to the Federal Trade Commission (FTC). This can be done on line. Print a copy of the report, called "Identity Theft Affidavit." See the FTC web site at <http://www.consumer.ftc.gov/articles/0277-creat-identity-theft-report> for more information. To proceed, go to [WWW.FTC.gov](http://WWW.FTC.gov). On the website open "Tip and Advice", then "for Consumers" and follow the instructions for reporting identity theft.
      1. The FTC will assign a case number
    - iv. File a police report with your local police department. Call the department for instructions. In Seattle, this step can be done by phone.
      1. The police department will assign a case number.
    - v. Call the FTC to report the number assigned to the case by the local police department. You will need the FTC case number to complete this step.
    - vi. Contact the Social Security Administration at [https://www.socialsecurity.gov/fraudreport/oig/public\\_fraud\\_reporting/form.htm](https://www.socialsecurity.gov/fraudreport/oig/public_fraud_reporting/form.htm).

- c. If your identity has not been compromised, discuss having the IRS place a note on your file in their records. In addition, it is possible to file Form 14039 to alert the IRS to the risk that an event has occurred that may affect your filings in the future. The IRS representative can explain this process to you.
2. Further information from the IRS can be found at
  - a. <http://www.irs.gov/uac/Newsroom/Tips-for-Taxpayers,-Victims-about-Identity-Theft-and-Tax>Returns-2014>

**If you find that your tax return is compromised, please notify the Archdiocese of Seattle at [taxinformation@seattlearch.org](mailto:taxinformation@seattlearch.org). Please include your full name and parish or school with which you are associated. In addition please indicate your status as an employee, volunteer or both.**