

# *Vsy Accountancy Corporation*

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## 12 TIPS TO PREVENT IDENTITY THEFT - WHAT NOT TO DO

1. Don't sign the back of your credit cards. Instead, write "Photo ID Required" with a permanent marker.
2. Don't put the complete account number on the memo line when writing checks to pay credit card accounts; instead, just put the last four numbers. The credit card company knows the rest of the number.
3. Don't put your home address on your checks.
4. Don't print your Social Security number on your checks.
5. Don't keep your Social Security card in your wallet.
6. Don't store credit card numbers and other financial information on your cell phone.
7. Don't send a user name or password via e-mail.
8. Don't open e-mails from strangers. Malware can be hidden in embedded attachments and graphics files.
9. Don't open attachments unless you know who sent them and what they contain. Never open executable attachments. Configure Windows so that the file extensions of known file types are not hidden.
10. Don't click on pop-ups. Configure Windows on your Web browser to block them.
11. Don't provide your credit card number online unless you are making a purchase from a trusted website. Reputable sites always direct you to a secure page with an URL starting with <https://> whenever you actually make purchases or are asked to provide confidential information.
12. Be aware that crooks with your account numbers usually start small to see if you'll notice. If you don't, they'll get bolder with larger amounts.

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**Development:** The IRS released a new form for taxpayers who have experienced, or are at risk of harm from, identity theft. [Form 14039, IRS Identity Theft Affidavit](#), is used to report identity theft to the IRS. [California State Franchise Tax Board](#) does not have a similar form but has procedures to help victims who contact the FTB. If you receive an FTB notice (billing, refund reduction, e-file rejection) that you believe is attributable to identity theft, you are given priority handling. The State focuses on the following issues:

- Ensure the victim is held harmless, i.e., they get their full and correct refund.
- Minimize the burden on the victim in resolving their identity theft-related tax problem.
- Minimize the time to resolve the case (usually within two weeks to two months).

The State flags your account to block the automated processing of your account. Anything that comes in after are manually processed for verification.