



## **Ennis Police Department Financial Crimes/Identity Theft Reporting**

Identity theft, forgery, and credit/debit card abuse are among the most common and difficult offenses facing citizens today. The following information is being offered by the Ennis Police Department to assist financial crime victims in protecting their financial assets and identity; and to minimize and prevent further crimes. Please refer to the “Frequently Asked Questions” section on the following pages to find answers to questions regarding these offenses.

If you have questions that are not answered in the “Frequently Asked Questions” section, you can contact the Ennis Police Department.

If you are requesting prosecution of a financial crime, this packet will guide you to the specific forms that are required to be completed for each offense. It is very important that all instructions are followed regarding these forms and that each form is completed thoroughly and accurately for the investigator(s) to perform an extensive, detailed, and well documented investigation.

Please return the completed Financial Fraud Packet by mail or in person to:

**Ennis Police Department  
C/O: Criminal Investigations Division Commander  
1700 W. Lake Bardwell Rd  
Ennis, Texas, 75119  
Lobby hours: M-F, 8:00am – 5:00pm**

If you are unable to mail or drop off the packet, please call the Ennis Police Department at 972-875-4455 for assistance and other options.

Security video is used in the prosecution of most cases. Unfortunately, some businesses do not keep video for extended periods of time. It is important that you make every effort to complete and return this Financial Fraud Package as soon as possible.

# Frequently Asked Questions

## **Someone has written checks on my checking account without my permission. What should I do?**

If someone uses your checking account to write checks without your permission, a forgery has been committed. The person writing the checks may have stolen your checkbook or they may have used your account number and bank's routing number to create counterfeit checks containing your information. Notify your financial institution and request that your account be closed.

You should also contact the check verification companies to report this to them:

TeleCheck	800-366-2425
National Processing	800-526-5380
Equifax Check System	800-437-5120

## **Someone has used my credit/debit card without my permission. What should I do now?**

Credit/Debit card abuse is committed when someone uses your existing credit card/debit card number to make an unauthorized purchase or withdrawal without your consent.

Notify your financial institution or credit card company and request your account be closed. Then call the three credit reporting bureaus to report the loss and ask them to put a FRAUD ALERT on your account so that NO NEW CREDIT will be issued without your consent. This is especially important if any form of identification was stolen at the same time.

Experian	888-397-3742	<a href="http://www.experian.com">www.experian.com</a>
TransUnion	800-680-7289	<a href="http://www.transunion.com">www.transunion.com</a>
Equifax	800-525-6285	<a href="http://www.equifax.com">www.equifax.com</a>

## Someone has stolen my checks/credit cards. How do I report this?

The Ennis Police Department typically investigates cases that are related to the actual passing of the forged or counterfeit checks or the fraudulent use of a credit/debit card. **If your checks are stolen in the city of Ennis (and not from the mail) you should call the Ennis Police Department and make a report.** These cases are typically assigned to a detective but may not be considered a fraud crime.

**You will not need to complete this packet.**

If your checks/credit/debit cards were stolen from the mail, you need to contact the United States Postal Inspection Service. They investigate any theft from the mail. You can do this via their website (<https://postalinspectors.uspis.gov>).

Notify your financial institution or credit card company and request that they close the account. Then call the three credit reporting bureaus to report the loss and ask them to put a FRAUD ALERT on your account so NO NEW CREDIT will be issued without contacting you. This is especially important if any form of identification was also stolen at the same time.

Experian	888-397-3742	<a href="http://www.experian.com">www.experian.com</a>
TransUnion	800-680-7289	<a href="http://www.transunion.com">www.transunion.com</a>
Equifax	800-525-6285	<a href="http://www.equifax.com">www.equifax.com</a>

## What is Identity Theft?

Identity Theft occurs when someone else uses your personal identifying information to:

- A) Open new account(s) without your permission (bank accounts or credit cards)
- B) Open utility accounts without your permission (electricity, water, cable, etc.)
- C) Rent an apartment in your name
- D) Rent or buy a home that you did not rent or buy
- E) Purchase a vehicle that you do not own

**If you are the victim of Identity Theft and you are a resident of Ennis, Texas, complete and return the Financial Fraud Packet to the Ennis Police Department.**

If you have been contacted by the IRS about someone working under your social security number, you will need to complete the IRS Identity Theft Packet and follow their instructions (last two pages of this packet). They will be responsible for investigating these offenses. For access to their website please visit <http://www.irs.gov>. That form will only be sent to the IRS. **NO Fraud packet needs to be completed.**

## **I received a check in the mail and I was told to cash the check and send some of the money to another location. Now my bank told me that the check was counterfeit and I'm out the money. What can be done?**

The Ennis Police Department WILL NOT investigate these scams. The people who have contacted you are typically not located in the United States. The information that you've been given is fictitious. If you received the check through the US Mail, you can report the incident to the United States Postal Inspection Service via their website (<https://postalinspectors.uspis.gov/>).

If the person sent you the check by FedEx, DHL, UPS, or another manner and the scam was perpetrated over the internet, you should contact the Internet Crime Complaint Center (<http://www.ic3.gov>).

## **I found suspicious charges/debits on my account that look like online purchases. What should I do?**

With the help of your financial institution or credit card company, confirm that it was an online purchase, where the purchase was made, and where any product was to be delivered. If the purchase was made in the city of Ennis or if the delivery was in Ennis, we can investigate this. If you find that the purchase/delivery was somewhere else, contact the Ennis Police Department, make an information report, and we will forward it to the correct jurisdiction. You will also need to contact that jurisdiction. Contact the Internet Crime Complaint Center (<http://www.ic3.gov>). Close the account.

**Complete and return the Financial Fraud Packet to the Ennis Police Department if the unauthorized charges were made in Ennis, Texas.**

## **I've had my mail stolen. Whom do I report it to?**

The United States Postal Inspection Service investigates theft from the U.S. Mail. They will investigate if you have had checks or credit cards stolen from the mail. You can report the incident via their website at <https://postalinspectors.uspis.gov/>.

## **What should I do if my driver license was lost or stolen?**

Apply for a duplicate driver license as soon as possible through your local Department of Public Safety office and ask them to put an "alarm" on your driver license identifying it as stolen to help prevent identity theft. Also notify the credit reporting bureaus and request a credit report within 30 days, or as soon as possible. In the event your driver license was stolen in Ennis Texas, please contact the Ennis Police Department to make a report.

## **My Social Security Card was stolen. What should I do?**

Call the Social Security Administration FRAUD HOTLINE to notify them of the loss and get information on how to get a duplicate card. Also notify the credit reporting bureaus listed previously. Request a copy of your credit report approximately 30-60 days later to make sure there have been no fraudulent accounts opened in your name. Contact the Social Security Administration at their website (<http://ssa.gov/>). In the event your Social Security card was stolen in the city limits of Ennis Texas, please contact the Ennis Police Department to make a report.

## **Who else should I report this to?**

You should go online and report this to the Federal Trade Commission. [www. Identitytheft.gov](http://www.Identitytheft.gov)

## **Additional Information to Protect Yourself**

- ⇒ Do not put your driver license number or Social Security number on your checks. This makes it easy for a criminal to falsify identification.
- ⇒ Do not carry your Social Security card or birth certificate with you.
- ⇒ Keep all credit card receipts in a safe place. Many criminals use numbers from receipts to defraud.
- ⇒ Safeguard your personal identification numbers (PINs) for all cards/accounts. Do not write the PINs on the cards or keep them with the cards.
- ⇒ Shred credit card offers you get in the mail. Thieves steal mail and trash to get these.
- ⇒ Do not give out personal information over the phone.
- ⇒ Do not put payments or checks in your mailbox for pick-up. Mail them at a post office.



# VICTIM INFORMATION

## Ennis Police Department

These forms provide the information we need to complete an offense report and investigate your case. It must be filled out with as much information as possible. You must also complete the Victim Statement.

**The attached financial fraud affidavit is your statement and will be used as evidence in court should an arrest be made. It is essential that the information you provide is accurate and true.**

In addition to the completed form, you must provide documentation that supports your claim, a copy of a state driver license or state issued ID card and a copy of your social security card to establish your identity. **Any incomplete packets WILL NOT BE PROCESSED.** We do not hold any paperwork.

Please make copies of everything for your records. The Ennis Police Department will not make copies for you. Once you return the completed packet to the Police Department, please allow at least 30 business days for the packet to be processed. A detective may contact you if further information is needed.

## Documentation for Investigation and Prosecution

**The following items of evidence must be obtained by the victim.**

**We will not be able to begin an investigation without this document evidence.**

*If your existing accounts are being accessed, please obtain the following types of documents:*

- Financial institution statements or bills showing where the transactions occurred
- The physical address, dates, and times of the fraudulent transactions from your financial institution
- Bills from companies showing merchandise ordered
- Address where items were delivered
- Phone numbers that are associated with the fraudulent activity
- Any information from the creditor that shows how or where the account was used
- The names and phone numbers of any representatives from the business you speak with

*If new accounts have been opened in your name, please obtain the following types of documents:*

- Bank statements that you may have received for accounts that are not yours
- Credit reports showing the accounts that are not yours
- Bills from utility companies for accounts that you did not open
- Letters or documentation from creditors or utility companies that contain copies of applications for credit
- How the account was opened (in person, over the phone, over the internet)
- Where the account was opened if done in person
- Where the account is being used (addresses of transactions)
- Address where any cards, bills, merchandise, or other correspondence was mailed
- Any phone numbers associated with the fraudulent account
- The name or employee number and phone number of any representative from the businesses you deal with

**\*\*SCREENSHOTS WILL NOT BE ACCEPTED.\*\***

### **Fair and Accurate Credit Transactions Act (FACT Act)**

The FACT Act allows you to obtain copies of any and all records related to the fraudulent accounts. You are then permitted to provide law enforcement with copies of the records you received related to the fraudulent accounts, thereby allowing investigators to bypass the sometimes difficult process of obtaining subpoenas for the very same information. It also allows you to request that the information be made available to the Ennis Police Department.

### **Identity Theft Information**

Identity Theft is defined as the theft or misuse of personal or financial identifiers in order to gain something of value and/or facilitate other criminal activity. Identity Theft is a violation of the Texas Penal Code, section 32.51. It is entitled Fraudulent Use or Possession of Identifying Information and is a felony offense.

The Ennis Police Department is diligent in its efforts to apprehend and stop those individuals responsible for committing Identity Theft. This packet is essential in helping the investigator understand, evaluate, and ultimately bring your case to a close.

## **NOTE**

If you suspect someone is using your social security number for employment and there is no evidence of other identity fraud, contact the Internal Revenue Service at <https://www.IRS.gov>. Do not contact the employer directly as they may warn the suspected employee. The Identity Protection Specialized Unit of the IRS is responsible for assisting victims of this type of Identity Theft. They can also be contacted at 800-908-4490. You can contact the Social Security Administration Fraud Hotline at 800-269-0271 to order a copy of your Personal Earnings and Benefit Statement (PEBES) to check the accuracy of your work history on file.

If your name and/or other information is used by someone else to avoid a traffic ticket or any criminal prosecution, please contact the agency investigating the original crime. It may not be necessary to complete this packet.

*In the event that a case is not filed with the Ennis Police Department, you may ask for an incident number from the responding officer as a record of your contact with the police department.*

**\*\* PAGES 1-8 ARE FOR YOUR INFORMATION AND MAY BE REMOVED.  
ONLY THE FOLLOWING REPORT AND ASSOCIATED DOCUMENTS ARE  
REQUIRED TO BE SUBMITTED TO THE ENNIS POLICE DEPARTMENT.\*\***



## Declarations

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- I  did or  did not authorize anyone to use my name or personal information to obtain money, credit, loans, goods or services, or any other purpose as described in this report.
- I  did or  did not receive any money, goods, services, or any other benefit as a result of the events described in this report.
- I  am or  am not willing to cooperate with law enforcement if charges are brought against the person(s) who committed the fraud.

I can verify my identity with these documents and can provide them to the reporting officer:

- A valid government-issued photo identification card (for example, my driver's license, state-issued ID card, or my passport) (If you are under 16 a copy of your birth certificate or official school record showing enrollment and legal address).

## Information about suspect(s) and fraudulent account/charges

I believe the following person used my information or identification documents to open new accounts, use my existing accounts, or commit other fraud. If the information is unknown, write "N/A."

Name: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ mm/dd/yyyy Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License: \_\_\_\_\_

Street Address: \_\_\_\_\_  
Number and Street Name Apt or Suite #  
\_\_\_\_\_, \_\_\_\_\_ ST \_\_\_\_\_ Zip Code  
City

Contact Information:

Email: \_\_\_\_\_

Primary phone: (\_\_\_\_\_) \_\_\_\_\_ Secondary phone: (\_\_\_\_\_) \_\_\_\_\_

Additional Information about suspect(s): (Why and how I believe they gained access to my information, which documents did they use? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If suspect unknown, how did they gain access to your information, what did the creditors tell you how the accounts were opened/accessed, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List details for each account below. Feel free to make copies of this sheet if you have more than three accounts.

Name of Creditor	Person you spoke with	Phone	Extension
<b>Account Type:</b> (FULL ACCOUNT NUMBER REQUIRED)	<input type="checkbox"/> Credit/Debit Card – Account # _____ <input type="checkbox"/> Bank – Account #: _____ <input type="checkbox"/> Phone/Utilities – Account #: _____ <input type="checkbox"/> Loan – Account #: _____ <input type="checkbox"/> Other _____ - Account #: _____		
<b>Did your financial institution reimburse you?</b> YES or NO (If no, amount of loss \$ _____)			
<b>Select ONE:</b> <input type="checkbox"/> This account was opened fraudulently. <input type="checkbox"/> This was an existing account that someone made unauthorized charges.			
Date Opened/Misused (mm/yyyy)		Date Discovered (mm/yyyy)	(\$) _____ Total amount obtained by suspect

Name of Creditor	Person you spoke with	Phone	Extension
<b>Account Type:</b> (FULL ACCOUNT NUMBER REQUIRED)	<input type="checkbox"/> Credit/Debit Card – Account # _____ <input type="checkbox"/> Bank – Account #: _____ <input type="checkbox"/> Phone/Utilities – Account #: _____ <input type="checkbox"/> Loan – Account #: _____ <input type="checkbox"/> Other _____ - Account #: _____		
<b>Did your financial institution reimburse you?</b> YES or NO (If no, amount of loss \$ _____)			
<b>Select ONE:</b> <input type="checkbox"/> This account was opened fraudulently. <input type="checkbox"/> This was an existing account that someone made unauthorized charges.			
Date Opened/Misused (mm/yyyy)		Date Discovered (mm/yyyy)	(\$) _____ Total amount obtained by suspect

Name of Creditor	Person you spoke with	Phone	Extension
<b>Account Type:</b> (FULL ACCOUNT NUMBER REQUIRED)	<input type="checkbox"/> Credit/Debit Card – Account # _____ <input type="checkbox"/> Bank – Account #: _____ <input type="checkbox"/> Phone/Utilities – Account #: _____ <input type="checkbox"/> Loan – Account #: _____ <input type="checkbox"/> Other _____ - Account #: _____		
<b>Did your financial institution reimburse you?</b> YES or NO (If no, amount of loss \$ _____)			
<b>Select ONE:</b> <input type="checkbox"/> This account was opened fraudulently. <input type="checkbox"/> This was an existing account that someone made unauthorized charges.			
Date Opened/Misused (mm/yyyy)		Date Discovered (mm/yyyy)	(\$) _____ Total amount obtained by suspect

# SPECIAL NOTE TO VICTIM ABOUT ONLINE CRIMES

- If the account was opened or fraudulent charges were made online and suspect is unknown, the victim will need to file with the FBI – Internet Crime Complaint Center through their online self-reporting form found at the website [www.ic3.gov](http://www.ic3.gov) Filing a complaint with IC3 or local law enforcement in **no way serves as notification to credit agencies or financial institutions** where the ID theft has occurred. You must follow up with each creditor and comply with their dispute process.
- Be sure you recheck your credit reports periodically to catch fraud as early as possible. You may also place alerts through the three credit agencies to protect you in the future. Free credit reports may be obtained from [www.annualcreditreport.com](http://www.annualcreditreport.com). Victims may also self-report to the Federal Trade Commission at [www.identitytheft.gov](http://www.identitytheft.gov) for all types of fraud. The FTC also lists helpful resources on their website.
- Crimes that occur online are difficult to investigate due to the anonymity of the Internet and limited jurisdiction of local law enforcement. The primary focus for local law enforcement is to assist the victim in **recovery and prevention efforts**. Our investigations division will look over the online fraud report, but will most likely suspend the case at the local level. As with any case filed with the Ennis Police Department, the case can be reopened with new evidence in the future.

## Victim Statement / Witness Affidavit

And I wish to further state: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

END OF STATEMENT

I certify that, to the best of my knowledge and belief, all of the information on and attached to this complaint is true, correct, and complete and made in good faith. I understand that this complaint or the information it contains, may be made available to federal, state, and/or local law enforcement agencies for such action within their jurisdiction, as they deem appropriate. I understand that knowingly making any false or fraudulent statement or representation to the government may violate federal, state, or local criminal statutes.

\_\_\_\_\_  
Victim's Signature

\_\_\_\_\_  
Officer Signature and ID #

\_\_\_\_\_  
Victim's Printed Name

\_\_\_\_\_  
Officer Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

SUPPORTING DOCUMENTATION MUST BE ATTACHED TO THIS REPORT: **SCREENSHOTS WILL NOT BE ACCEPTED**

- Victim's identification (must be attached with all reports)
- Bank statements with fraudulent charges marked (if fraud included bank account)
- Any letters or correspondence with creditors in reference to the fraud
- Credit reports (if fraudulent account appears on credit report)
- Any other documentation regarding the fraudulent accounts/charges

**A POLICE REPORT WILL ONLY BE GENERATED AFTER THIS PACKET IS COMPLETED AND RETURNED WITH THE SUPPORTING DOCUMENTS.**

# Identity Theft Affidavit

This affidavit is for **victims** of identity theft. To avoid delays **do not** use this form if you have already filed a Form 14039 for this incident. The IRS process for assisting victims is explained at [IRS.gov/victimassistance](https://www.irs.gov/victimassistance).

Submit this completed form using the mailing address or FAX number provided on the reverse side of this form.

Form 14039 can also be completed online at <https://www.irs.gov/dmaf/form/f14039>.

**Get an IP PIN:** We encourage everyone to opt-in to the Identity Protection Personal Identification Number (IP PIN) program. You can get an IP PIN by:

- Going online to [IRS.gov/pin](https://www.irs.gov/pin)
- Scheduling an appointment at your closest Taxpayer Assistance Center by calling (844-545-5640)
- Mailing or faxing IRS Form 15227, if eligible. This form is available at [IRS.gov/ippin](https://www.irs.gov/ippin).

**Sections A – E of this form must be completed.**

**Section A - Check the boxes in this section that apply to the specific situation you are reporting (Required)**

- 1. I am submitting this Form 14039 for myself
- 2. I am submitting this Form 14039 in response to an IRS Notice or Letter received
  - Provide 'Notice' or 'Letter' number(s) on the **line to the right** \_\_\_\_\_
  - See special mailing and faxing instructions on reverse side of this form.
- 3. I am submitting this Form 14039 on behalf of my dependent child or dependent relative (*include that person's information in Section C and D*)
  - Do not use this form if dependent's identity was misused by a parent or guardian in filing taxes, this is not identity theft.
- 4. I am submitting this Form 14039 on behalf of another person living or deceased (*other than my dependent child or dependent relative*)

**Section B – How I Am Impacted (Required)**

Check all boxes that apply to the person listed in **Section C** below. If the person in Section C has previously submitted a Form 14039 for the same incident, there's no need to submit another Form 14039.

- 1. I know or suspect someone used my information to fraudulently file a federal tax return
  - My spouse is also a victim
- 2. I/My dependent was fraudulently/incorrectly claimed as a dependent (*use that person's information for Section C and D*)
- 3. My SSN or ITIN was fraudulently used for employment purposes

**Note:** If your situation is not one of the scenarios above, do not file a Form 14039. You can report the incident of identity theft with the Federal Trade Commission at [IdentityTheft.gov](https://www.ftc.gov). You can request an IP PIN to protect yourself by visiting [IRS.gov/ippin](https://www.irs.gov/ippin).

Provide an explanation of the identity theft issue, how it impacts your tax account, when you became aware of it and provide relevant dates. If needed, attach additional information and/or pages to this form

**Section C – Name and Contact Information of Identity Theft Victim (Required)**

Victim's last name	First name	Middle initial	Taxpayer Identification Number <i>(provide 9-digit SSN or ITIN)</i>	
<b>Current mailing address</b> ( <i>number and street or P.O. box</i> ) If deceased, provide last known address	Apt/Room/Suite number	Current city	State	ZIP code
<b>Address used on last filed tax return</b> (if different than current) <i>(number and street or P.O. box)</i>	Apt/Room/Suite number	City ( <i>on last tax return filed</i> )	State	ZIP code
<b>Telephone number with area code.</b> The IRS may call you regarding this affidavit			Best time(s) to call	
Home phone number _____		Cell phone number _____		
<b>Language in which you would like to be contacted</b> <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other ( <i>specify</i> ) _____				

**Section D – Tax Account Information: Last tax return filed (year shown on the tax return) and returns impacted**

- I was not required to file a return or filed a return with no income information

Name(s) used on last filed tax return	Last tax return filed ( <i>year shown on the tax return</i> )
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**Tax Year(s) you believe were impacted by tax-related identity theft** (example: input 2024 for the 2024 tax return even though it was filed in 2025. (if not known, enter 'Unknown' below))

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**Section E – Penalty of Perjury Statement and Signature (Required)**

Under penalty of perjury, I declare that, to the best of my knowledge and belief, the information entered on this Form 14039 is true, correct, complete, and made in good faith.

Signature of taxpayer, representative, conservator, parent or guardian \_\_\_\_\_ Date signed \_\_\_\_\_

**Section F – Representative, Conservator, Parent or Guardian Information (Required if completing Form 14039 on someone else's behalf)**

Check only ONE of the following five boxes next to the reason you are submitting this form

- 1. The taxpayer is deceased, and I am the surviving spouse
2. The taxpayer is deceased, and I am the court-appointed or certified personal representative
3. The taxpayer is deceased, and a court-appointed or certified personal representative has not been appointed
4. The taxpayer is unable to complete this form, and I am the appointed conservator, or I have been authorized to act on behalf of the taxpayer per Form 2848, Power of Attorney and Declaration of Representative
5. The person listed above is my dependent child or my dependent relative

Parent's/Representative's name
Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Parent's/Representative's current mailing address (number and street or P.O. box, city or post office, state, and ZIP code)

Parent's/Representative's telephone number

**Instructions for Submitting this Form**

Submit this completed and signed form to the IRS via Online, Mail or FAX to specialized IRS processing areas dedicated to assist you.

**Help us avoid delays:**

- Do not use this form if you have already filed a Form 14039 for this incident.
Choose one method of submitting this form either Online (preferred method), by Mail, or by FAX, not all methods.
Provide clear and readable photocopies/images of any additional information you may choose to provide.
Submit the original tax return to the IRS location where you normally file your tax return. Do not use the following address or fax number to file an original tax return.

Table with 2 columns: Online (Preferred Method) and Submitting by Mail. Includes instructions for FAX submission and Department of the Treasury contact info.

**Privacy Act and Paperwork Reduction Notice**

Our legal authority to request the information is 26 U.S.C. 6001. The primary purpose of the form is to provide a method of reporting identity theft issues to the IRS so that the IRS may document situations where individuals are or may be victims of identity theft.