

# Business Identity Theft

## Checklist for Victims

Resolving issues caused by business identity theft can be a time-consuming and challenging process. The following tips will help you if you are a victim.

- Remember, you are the victim. You are not to blame for the crime.
- Immediately contact your local law enforcement agency or the CBI-Denver Identity Theft Unit at 303-239-4211.
- If you need support, contact the Colorado Bureau of Investigation and request the help of a Victim Advocate.
- Immediately contact your bank(s) and credit card provider(s) and report the theft.
- Contact the largest credit reporting agencies and speak with the Fraud Department to report the crime and view your business credit report.
  - Dun & Bradstreet: 1-800-234-3867
  - Equifax 1-800-525-6285
  - Experian 1-888-397-3742
  - Trans Union 1-800-680-7289
- Place a Fraud Alert on your business accounts.
- Compare your EIN with the EIN of the hijacked business and report any differences to the credit reporting agencies.
- For a list of other business credit reporting bureaus, see the “Information for Victims” section of the Business Identity Theft Resource Guide.
- Contact your business creditors and billing companies, and notify them of the criminal activity perpetrated in the name of your business.
- Contact creditors where the fraudulent accounts were opened, and request copies of all documentation used to open or access the account(s).

- Go to the Colorado Secretary of State's website and correct any fraudulent information by filing a Statement of Correction.
  - Attach a copy of a police report and letter from law enforcement, prosecutor, or legal counsel that verifies the identity theft.
  - Contact the Secretary of State's Business Division, describe the identity theft, and ask to speak with a supervisor who will assist with correcting your business information.
- Document contacts, including names, titles, phone numbers, and extensions. Include the names and numbers of all law enforcement officers you contact. If you are transferred a number of times, ask the person you eventually speak with for a direct phone number.
- Follow up all calls with a letter (with a return receipt). Also, follow up and make sure that agencies or institutions have received all documents they needed to assist you.
- Maintain information. Do not throw away files related to the identity theft. Keep all notes, correspondences, print outs of e-mails, copies of reports, and other documents in a secure and accessible file.
- Monitor your credit report and your business record with the Secretary of State regularly.
  - If you have not already signed up for e-mail notification with the Secretary of State, sign up now at [www.sos.state.co.us/biz/businessFunctionsEmailNotification.do](http://www.sos.state.co.us/biz/businessFunctionsEmailNotification.do)
  - Sign up for Secure Business Filing. You can learn more at [www.sos.state.co.us/pubs/business/ProtectYourBusiness/secureFiling.html](http://www.sos.state.co.us/pubs/business/ProtectYourBusiness/secureFiling.html).