



MEMORANDUM

To: Pastors, Priest Administrators, Pastoral Coordinators, Principals, Pastoral Assistants for Administration

From: Mary E. Santi, Chancellor/HR Director 

Date: March 7, 2014

RE: Urgent message

The attached notice will be emailed to as many Archdiocesan volunteers and employees as possible. We have been informed that there have been victims of this fraud in several of our parishes and at the Chancery. We first learned of the issue on Tuesday, but at that time the reports came from only one parish so it was presumed to be a local issue. Since that time we have learned of the same situation in at least two other parishes and at the Chancery. Please be sure that your community is informed about this situation and assure them that we are doing all that we can to address it immediately.

We have hired a national forensic security firm and will be working on this through the weekend. We have also made a report with the FBI. We will keep you apprised of what we learn as soon as we possibly can.

Please direct any inquiries to: taxinformation@seattlearch.org. Thank you for your assistance in this difficult matter.

URGENT NOTICE

It has recently come to our attention that some Archdiocesan employees and volunteers may be **victims of a national tax refund fraud**. This may result in delayed or diverted tax refunds.

If you would like to check to see if you have been affected, please check with the IRS to see if a return has already been filed in your name.

You may do this several ways:

- 1) Log-onto the IRS website to check get the transcript of your refund.
 - a. You can Google: **IRS Get Transcript** or click this link:
<http://www.irs.gov/Individuals/Get-Transcript> to create an account;
- 2) Call the Individual Tax Line at (800) 829-1040; or
- 3) Go in-person to a local IRS office. The address in Seattle is: 915 Second Avenue, Seattle

If you find that your tax return is compromised, here are some steps you can take:

- 1) Report the fraudulent return to the IRS.
 - a. Contact the Identity Protection Specialized Unit at (800) 908-4490.
 - b. You will also want to submit IRS Form 14039 – Identity Tax Affidavit with a copy of your driver's license.
- 2) Check the credit reporting agencies and put fraud alerts on your credit reports.
 - a. Equifax, Experian and Transunion are the three main credit reporting agencies.
- 3) Notify law enforcement to create a Identity Theft Report.
 - a. Submit a report about the theft to the Federal Trade Commission (FTC). Print a copy of the report, called "Identity Theft Affidavit."
 - b. File a police report with your local police station and include a copy of the Identity Theft Affidavit.
 - c. Create an Identity Theft Report with the FTC with the Identity Theft Affidavit and your police report.
 - d. See the FTC website for more information:
<http://www.consumer.ftc.gov/articles/0277-create-identity-theft-report>

If you find that your tax return is compromised, please notify the Archdiocese of Seattle at taxinformation@seattlearch.org.