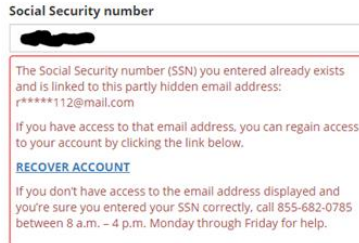


Unemployment Insurance Fraud Next Steps

All Employees,

You could become aware of Unemployment Insurance Fraud through the following:

- Receive a letter from the Employment Security Department (ESD) stating confirmation of a claim for which you did not register. The most common letter appears to be confirmation in the Self-Employment Assistance Program.
- Receive notification from Human Resources through the ADP (Kaiser's benefit management contractor).
- Be unable to set up an ESD account because someone has already used your personal information to create one. If that occurred, you may see the following error:



If you suspect you have been targeted for Unemployment Insurance Fraud, we recommend that you pursue the steps below:

1. **Get Organized:** As you go through this process, keep a file folder or journal with information from the incident and your reports, including any case numbers. Hang onto any notes, copies of emails and other documentation. If you face any identity issues or find inaccuracies on your credit history sometime in the future, you will need to reference this paper trail.
2. **Contact Human Resources:** We will document the incident, file a fraud claim as your employer with the state and submit an imposter claim through ADP. We are located in the Kaiser Conference Center next to the East Gate. You can also call 927-6541.
3. **Contact the ESD:** They can be reached at 1-800-246-9763. However, due to the high volume of calls, we recommend you submit a fraud claim through their online form on their website: esd.wa.gov/unemployment/unemployment-benefits-fraud

You will need the following information:

- The last 4 digits of your Social Security Number
 - Birth Date
 - Address
 - Phone Number
 - Information on how you learned of the fraudulent claim
4. **File an Online or Nonemergency Police Report:** Contact your local police department for more information on how they process these claims.
 5. **Contact the Three Major Credit Bureaus and Request a Credit Report:**
 - Experian (1-888-397-3742), TransUnion (1-800-680-7289), Equifax (1-888-766-0008)
 - These numbers will take you to their automated calling systems where you can report fraud alert and request to freeze your credit.
 - Go to the Federal Trade Commission Website for more information on freezing your credit: www.consumer.ftc.gov/articles/0497-credit-freeze-faqs
 - You can also request a credit report at www.annualcreditreport.com. Free reports are available weekly through April 2021 due to COVID-19.
 6. **Contact the Federal Trade Commission (FTC) and Internal Revenue Service (IRS):** File an identity theft report with the FTC through their website: www.identitytheft.gov. We also recommend setting up an account with the IRS to further protect your information at www.irs.gov