

February 12, 2015

Dear Clients:

In light of the recent identity theft concerns, we can offer the following suggestions if you feel that your personal information may have been leaked to the public.

You may go online to the Internal Revenue Service and obtain an electronic filing PIN (personal identification number). Once this number is assigned to you by the IRS it will be used to verify your identity on any electronic forms which you file with the service. This is a temporary PIN that will change every year. The steps needed to obtain your PIN are listed below:

- 1) Locate your 2013 Federal Income Tax Return. In order to complete the application for the PIN, you will need the address which you used to file your 2013 tax return as well as your social security number, date of birth, and filing status on that return. If you filed a joint return, both you and your spouse will have to apply for a PIN. The numbers are issued individually not jointly.
- 2) Please visit the IRS website at www.irs.gov. Once you have their home page open, you will see four red title bars near the top of the page. Please select Request an Electronic Filing PIN which is second option directly under the red Tools title bar.
- 3) Under the heading of Get Your Electronic Filing PIN, Choose Access the Electronic Filing PIN online.
- 4) Enter the requested information in the boxes provided and press submit.
- 5) The verification of the number you have been assigned will immediately be on the screen. Print that page and place it with your permanent files. You will need to provide the number to your tax preparer so that they may electronically transmit your 2014 tax returns.

www.mwrcpas.com

If you wish to further protect yourself, you may also complete Form 14039 – Identity Theft Affidavit from the IRS. Again, this form is to be completed individually for you and/or your spouse. In order to fully complete this form, you must submit a copy of your Passport, Driver's License, Social Security Card, or other valid U.S. Federal or State government issued identification.

The steps for obtaining this form are as follows:

- 1) Visit the IRS website. Once you are in their home page there is a search box in the top right corner. In that box please type Form 14039 and press the magnifying glass next to the box.
- 2) Choose the first option of Identity Theft Affidavit.
- 3) You will begin completing the form with Section A. Place a check box in box 2. In the description box you will need to type the following:

My Social Security Number has been released to the general public and I believe my tax information could be jeopardized.
- 4) You will place your current information as well as the address from your 2013 tax return in Section B. There is a box which asks for tax years affected. Please put ALL there.
- 5) Section C is your telephone contact information, please complete in its entirety.
- 6) In Section D you will check the box of the document you are submitting for verification that it is you completing this form.
- 7) Section E will not apply.
- 8) Sign and date the form in Section F. Make a copy for your permanent records and mail the originally signed form to:

Internal Revenue Service
P. O. Box 9039
Andover, MA 01810-0939

If you have any questions or need assistance in completing these forms, please contact our office.

Sincerely,

MALONEY, WRIGHT & ROBBINS