

Sample Memo

To: All Employees

Re: Unemployment Insurance Fraud

As many of you have likely heard in the news, unemployment insurance fraud has increased significantly due to the increase in claims related to the COVID-19 pandemic. This fraudulent activity involves criminals opening claims in someone else's name using their stolen personal information.

We are taking this very seriously and will continue to diligently review and respond to all unemployment claims we receive. If we receive a claim in your name and it appears suspicious for any reason (particularly if you have not been furloughed, laid off, or had your hours reduced), we will notify you immediately.

There are also important steps for individual employees to take. Below we've outlined steps for you to take if you become a victim of unemployment insurance fraud or if you are simply concerned about this issue. If you have any questions or concerns, please talk to us.

- If a claim is opened in your name fraudulently, report it immediately! Specifically:
 - Report it to _____ in our Payroll/HR Department.
 - Notify your State's Unemployment Department:
 - In Washington, fill out the [Fraud Reporting Form](#) online.
 - In Oregon, fill out the [Suspected UI Fraud Investigations Referral Information](#) form online.
 - In California, fill out the [Fraud Reporting Form](#) online.
 - In Idaho, contact the [Idaho Department of Labor](#) via email or telephone.
 - The Seattle Police Department has outlined [additional steps](#) to take, including filing a police report and notifying the FTC. (This guidance applies to all employees, regardless of location; just substitute city/state specific departments with the relevant location.)
 - *(ONLY INCLUDE if an EAP or Identity Theft related benefit is offered at your company)* Contact our Employee Assistance Plan (EAP) through _____ for more information about Identity Theft Protection. They can be reached at _____.

- If you are concerned you might be a victim, consider creating or verifying your unemployment insurance account:
 - If you have never opened an account with your state's Unemployment Department, visit their site and try to create a new account. If you are able to open an account in your name, you are likely fine. If you enter your personal information and the site says there is an account already created for you, which you did not create, report the account as potentially fraudulent.
 - If you have opened an account with your state's Unemployment Department before, check your account online to verify that nothing looks fraudulent.

We appreciate everyone's attention to this matter. Please let us know if there is anything we can do to help you with any issues you may have related to this.