

## **Preventing Business Identity Theft**

### **Take the following steps to protect your business from business identity theft:**

- Periodically check your business information on the Nebraska secretary of state's website at [www.sos.ne.gov](http://www.sos.ne.gov).
- Monitor credit reports and sign up for a credit monitoring service.
- Monitor business accounts, bills and credit card statements and reconcile your statements on a regular basis.
- Do not provide your employer identification number (EIN), account numbers and other confidential information unless you have initiated the contact and have confirmed the identity of the requesting business or person.
- Store only those documents you must keep and keep them in a safe and secure location. Shred old or unnecessary documents that contain your business information.
- Ensure that your computers are secure and train employees to avoid phishing scams and emails that may contain malicious viruses.

### **If you believe your business is a victim of business identity theft, you should immediately take the following steps:**

- Notify local and/or state law enforcement officials.
- Contact banks, credit-card providers and other creditors to notify them of the fraud.
- Report the crime to credit reporting agencies (e.g. Dun & Bradstreet, Equifax, Experian, TransUnion) and view your business credit report. The credit bureaus can put a "fraud alert" on your file that will tell creditors to contact you before opening accounts in your name.
- Request copies of documentation used to fraudulently open or access accounts.

*This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.*