



FRAUD SUPPLEMENT

This FRAUD SUPPLEMENT must accompany all reports for fraud-related offenses such as credit/debit card abuse, check forgery, and identity theft. The supplement must be completed and submitted in accordance with these instructions for the case to move forward. If no supplement is received or if an incomplete supplement is submitted the case will be suspended, and no investigative action will be taken. As a result, it is critical for victims to read and follow these instructions in their entirety. Additionally, due to limited retention periods for certain types of evidence, it is important that victims submit their supplements as soon as possible.

The College Station Police Department can only investigate fraud offenses that occur in College Station or whose victim resides in College Station. Offenses that occur in other jurisdictions must be reported to those jurisdictions. For example, offenses that occur in the city of Bryan or in unincorporated Brazos County must be reported to the Bryan Police Department or the Brazos County Sheriff's Office.

Once you have confirmed that your offense occurred in the city of College Station, read the instructions below, complete this supplement, and submit it using one of the following methods:

1. **Email to:** PD-CID-PAS@cstx.gov
2. **Mail to:** College Station Police Department
Attn: Criminal Investigations/Fraud
800 Krenk Tap Road
College Station, TX 77840
3. **Deliver in person to CSPD headquarters at the address above**

If you have any questions about this supplement, contact the CSPD Fraud Investigation Police Assistant at (979) 764-2508.

REQUIRED ITEMS (Only complete items involved in your case; check each item that you complete from the list below)

- | | |
|--|---|
| <input type="checkbox"/> Victim Biography | <input type="checkbox"/> Check Forgery/Unauthorized ACH Worksheet |
| <input type="checkbox"/> Victim Statement | <input type="checkbox"/> Identity Theft Worksheet Account Statement |
| <input type="checkbox"/> Information Release | <input type="checkbox"/> Attachments |
| <input type="checkbox"/> Credit/Debit Card Abuse Worksheet | |

Victim signature, date, and time turned in: _____

CSPD USE ONLY:

Received on date: _____ Time: _____ Received by: _____

CSPD Employee ID number: _____ CSPD CASE NUMBER: _____



INSTRUCTIONS

- 1) Complete the VICTIM BIOGRAPHY in its entirety, including your complete Social Security number. Your personal and financial information is critical to the investigation and will not be released without permission.
- 2) Complete and sign the VICTIM STATEMENT by describing in detail what occurred. Even if you have already given your story to CSPD, it is important for investigators to have a detailed account in writing of what happened. Your statement must be legible. Typewritten statements are preferred.
- 3) Complete and sign the RELEASE OF INFORMATION form. This will give investigators the ability to obtain evidence on your behalf.
- 4) If your case involves the unauthorized use of credit or debit card accounts, contact your financial institution(s) to obtain copies of all account statements showing the fraudulent charges. Make sure the statements include your name, account number, and dates of the fraudulent transactions. You will also need to ask your financial institution(s) for the dates and times of the actual transactions, as opposed to the "posted" dates and times. Without actual dates and times, investigators may be unable to obtain key items of evidence. Once you have these documents, attach them to this packet.

Next, use the information obtained from your financial institution(s) to complete the CREDIT/DEBIT CARD ABUSE WORKSHEET. If more than one credit/debit card account was used, list each separately. Understand that it is critical for you to include the FULL card number(s) and FULL account number(s). If for whatever reason you no longer have access to these, obtain them from your financial institution(s) prior to submitting this supplement.

- 5) If your case involves check forgery, contact your financial institution(s) to obtain copies of all account statements showing any transactions involving the forged checks. Make sure these statements include your name, full account number, and clear images of the forged checks. Additionally, copies of checks you have previously written from this account can be helpful in assisting investigators with handwriting comparisons. If possible, you are encouraged to attach some examples to this supplement, along with the bank statements.

Next, using the information obtained from your financial institution(s), complete the CHECK FORGERY WORKSHEET.

- 6) If your case involves identity theft, contact the entities or online platforms involved to obtain as much information as possible about the fraudulent accounts opened/accessed with your personal identifying information. Then use this information to complete the IDENTITY THEFT WORKSHEET.
- 7) Once you have completed the supplement, submit it to the College Station Police Department using one of the three methods listed on page 1.

ADDITIONAL INFORMATION

In addition to filing this report, CSPD recommends you take the following steps:

- File a report with all financial institutions involved including banks, credit card companies, online retailers, etc. This will alert them to the activity and may result in the reversal of fraudulent charges.
- Check your credit report at AnnualCreditReport.com or by calling (877) 322-8228. This is free of charge and will allow you to identify any unauthorized accounts or suspicious activity involving your personal information. Also consider placing a fraud alert on your credit report through each of the three major credit bureaus (Equifax, Experian, and TransUnion) to prevent future fraud.
- Victims of internet crime should file a report with the Federal Bureau of Investigation Internet Crime Complaint Center at www.IC3.gov.
- Victims of identity theft should file a report with the Federal Trade Commission at www.IdentityTheft.gov.
- Victims of tax-related fraud should review the IRS Taxpayer Guide to Identity Theft at www.IRS.gov.



VICTIM BIOGRAPHY

Name: Last, First, Middle		CSPD Case #:	Date:
Race/Gender:	Date of Birth:	DL #/State:	
Address w/ City, State & Zip			
Social Security:	Main Phone:	Secondary Phone:	
Work Phone:	Employer:	Email:	

VICTIM STATEMENT

Please provide as much detail as possible about what occurred.



RELEASE OF PERSONAL/FINANCIAL INFORMATION

Date: _____

To Whom It May Concern,

I, _____, have filed an official police report with the College Station Police Department,

Case Number _____.

In order to assist with that investigation, I agree to release all personal and financial information related to the investigation directly to the College Station Police Department – Criminal Investigations Division. That information can include, any/all account numbers, credit/debit card numbers, transaction dates and times, transaction locations, transaction receipts, fraud affidavits, original or copies of checks, shipping information and surveillance video.

I authorize direct contact with your company/entity by the College Station Police – Criminal Investigations Division, about my case.

Signature

Print Name

Witness Signature

Witness Print Name

[illegible]

[illegible]

[illegible]

[illegible]