

SAMPLE CITY OF SALEM EMAIL SENT OUT TO VICTIMS OF UNEMPLOYMENT FRAUD

Dear EMPLOYEE NAME:

As you may be aware, unemployment fraud is rampant throughout the state and the country due to the pandemic.

The City has learned that a fraudulent unemployment claim was filed in your name to the Department of Unemployment Assistance (DUA).

As your employer, we have already notified the DUA that the claim is fraudulent. We have been advised by our consultant and the DUA to instruct you as the claimant to submit a 'fraud reporting form' through the DUA website.

To get to the DUA website to report your fraudulent claim, follow this link:

<https://www.mass.gov/info-details/report-unemployment-benefits-fraud>

When you get to that page, scroll about halfway down to the **blue box** titled "Fraud Reporting Form" and click on the box. The link will bring you to the state fraud reporting form and you will see this:

You will need to provide your:

- Name
- Date of birth
- Phone number
- Address
- Last 6 digits of your Social Security number
- Email address
- Driver's license number or state issued ID number
- Unemployment Insurance Claimant ID number or PUA Claim ID number***

*****We have found that you DO NOT NEED the Claimant ID number or the PUA Claim ID number.**

As you fill out the form, when you get to the section that says: "please describe the fraud you are reporting", just type in that your employer informed you about a fraudulent unemployment claim filed in your name and SSN. It does not have to be very detailed because the DUA already knows the city received a fraudulent unemployment claim with your information. Once you have answered the questions, click on submit. The DUA fraud unit will take care of the rest.

Additionally, the DUA and the state have outlined steps you can take to further protect your information, including notifying your bank, your creditors, etc.

More information is available by following this link:

<https://www.mass.gov/info-details/report-unemployment-benefits-fraud#if-you-believe-you-are-a-victim-of-fraud->

Thank you for your attention and please let us know if you have any questions.

-Amy

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