Syndicate Subscription Legal Plans

IDENTITY THEFT VICTIM
CLIENT INTAKE QUESTIONNAIRE:

ACT QUICKLY: Report unauthorized bank or card activity to your bank IMMEDIATELY — your protection can shrink after as little as 2 business days, and generally ends 60 days after the statement. Change your passwords, and do not pay any debt you did not create. Free recovery help: www.IdentityTheft.gov

CONFIDENTIAL. This questionnaire helps us organize the facts of your identity theft, prepare your declaration for police, notify credit bureaus and financial institutions, and pursue removal of fraudulent accounts and charges. Do NOT write full Social Security, account, or card numbers on this form — last 4 digits only. If a question does not apply, write "N/A." If unknown, write "Unknown."

NAME OF THE CLIENT (VICTIM):

This form is completed by:

[__] The victim   [__] Parent / guardian of a minor victim

[__] Family member / agent of an adult victim

[__] Victim's Full Legal Name: ____

Other names used: ______________________ Date of Birth: ________________

Current Address: ____

City: ______________________ County: ___________ State: _____ Zip: _______

Prior addresses (last 5 years): ____

Phone: ______________________ Email: ______________________

SSN (last 4 only): ________________ Syndicate Plan Member ID: ______________

Preferred method of contact:

[__] Phone   [__] Text   [__] Email

Your name and relationship (if completing for the victim): ___________________________

PART 1 — HOW IT HAPPENED

1.1 Date you discovered the identity theft: ________________ Date it began (est.): _________

1.2 How did you find out?

[__] Bank / card statement   [__] Debt collector call or letter

[__] Credit report / monitoring alert   [__] Denied credit or loan

[__] IRS / tax notice   [__] Police contact / court notice

[__] Data breach notice   [__] Other

1.3 How was your information likely obtained?

[__] Data breach   [__] Phishing email / text / call

[__] Mail theft   [__] Lost / stolen wallet or phone

[__] Website skimming / formjacking   [__] Public Wi-Fi

[__] Someone I know   [__] Unknown

1.4 Describe what happened: ____

____

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PART 2 — TYPE OF IDENTITY THEFT

2.1 Check all that apply:

- [__] New credit cards opened
- [__] Unauthorized credit card charges
- [__] Unauthorized ATM withdrawals
- [__] Unauthorized bank transfers
- [__] Loans opened in my name
- [__] Utility / phone / internet accounts
- [__] Tax refund stolen / fake tax return
- [__] Government benefits fraud
- [__] Medical identity theft
- [__] Someone working under my SSN
- [__] Arrested or cited under my name
- [__] Deed / title fraud on my property
- [__] Forged digital / electronic signature
- [__] Synthetic identity (my SSN, different name)
- [__] Online account takeover
- [__] Child or senior identity theft

PART 3 — FRAUDULENT ACCOUNTS & TRANSACTIONS

Company / Institution	Type	Acct (last 4)	Date(s)	Amount $	Date Reported	Status

3.1 Did the bank or card company give you a provisional credit? [__] Yes [__] No

3.2 Has any institution denied your fraud claim? [__] Yes [__] No

If yes, explain: ____

____

For credit card billing errors, written notice is generally required within 60 days after the statement showing the charge.

PART 4 — REPORTS & PROTECTIONS IN PLACE

Step	Done?	Date	Report / Ref. No.
FTC Identity Theft Report (IdentityTheft.gov)			
Police report			
Initial fraud alert			
Extended fraud alert (7 years)			
Security freeze — Equifax			
Security freeze — Experian			
Security freeze — TransUnion			
IRS Identity Theft Affidavit / IP PIN			
Passwords changed & two-factor login enabled			
Bank / card accounts closed or replaced			

4.1 Police agency and officer (if report made): ______________________________

PART 5 — CREDIT REPORTS, COLLECTORS & LAWSUITS

5.1 Do fraudulent accounts or inquiries appear on your credit reports? [__] Yes [__] No

For detailed credit report errors, please also complete our Credit Report Dispute Intake Form.

5.2 Are debt collectors contacting you about debts you did not create? [__] Yes [__] No

If yes, explain: ______________________________

____

5.3 Have you been served with a lawsuit over a fraudulent debt? [__] Yes [__] No

If you have been served, contact us immediately. There is a short deadline to respond.

PART 6 — CRIMINAL, TAX & GOVERNMENT RECORDS

6.1 Has someone been arrested, cited, or charged using your name? [__] Yes [__] No

If yes — agency, court, case number: ______________________________

Victims may be able to obtain a court finding of factual innocence to clear criminal records created in their name.

6.2 Did a tax agency reject your return or send an identity notice? [__] Yes [__] No

6.3 Were benefits, a driver's license, or a passport obtained in your name? [__] Yes [__] No

If yes, explain: ______________________________

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PART 7 — THE SUSPECT

7.1 Do you know or suspect who did this? [__] Yes [__] No

Name and relationship (if known): ______________________________

Identity theft by a family member, partner, or caregiver is common. Reporting it may be necessary to remove fraudulent debts; we can discuss your options and safety privately.

7.2 Do you want the person prosecuted? [__] Yes [__] No

PART 8 — LOSSES & HARM

Loss	Amount $
Money taken from accounts (not yet returned)	
Fraudulent charges you paid	
Fees, interest, overdraft charges	
Costs (postage, notary, credit reports, lost wages)	

8.1 Were you denied or harmed because of the theft?

[__] Denied credit / loan [__] Higher interest rate [__] Denied housing

[__] Denied employment [__] Utility service denied [__] Other

8.2 Approximate hours spent dealing with the theft: ______________________________

PART 9 — GOALS, AUTHORIZATION & DOCUMENTS

9.1 What outcome do you want?

[__] Fraudulent accounts closed / removed [__] Charges reversed and money returned

[__] Credit reports corrected [__] Collectors stopped

[__] Criminal records cleared [__] Tax / benefit records fixed

[__] Property title protected [__] Legal action for losses

Please provide copies of the following, if available. Check each item you are including.

[__] FTC Identity Theft Report [__] Police report

[__] Bank / card statements (marked) [__] Credit reports (all 3)

[__] Collection letters [__] Fraud claim letters & denials

[__] IRS / government notices [__] Data breach notice

[__] Photo ID & proof of address [__] Court papers (if any)

Authorization & Certification:

[__] I authorize Syndicate Subscription Legal Plans to communicate on my behalf with credit bureaus, banks, card issuers, creditors, debt collectors, government agencies, and law enforcement regarding this identity theft.

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, and that I did not authorize the fraudulent accounts or transactions described. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of assisting with my identity theft matter.

Signed and dated this ____ day of ______________________, 20___

Signature: ____

Print Name: ____________________________

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.