

# AARP Tax-Aide

## STOLEN EQUIPMENT/FORMS REPORT

### In the event of stolen equipment or forms:

- 1) **1-800-424-2277**, ext 36021 or ext 36027 (during business hours), or 1-202-434-6021/6027 (after hours), *must* be called immediately (within 24 hours) if **ANY** computer containing taxpayer data is lost or stolen.
- 2) If the loss is the result of theft, call the local police to report the theft as soon as you realize what has happened.
- 3) Inform your volunteer supervisor about the situation.

DATE:

NAME: PHONE:

STATE: ZIP:

E-mail: Fax:

Police Report # and Police Department name (provide as soon as available):

Describe the incident and email or mail a copy of the Police Report when available:

Include what equipment was stolen (be specific- serial #, source, manufacturer, model), where the theft occurred, what else was stolen, security measures in place to protect the equipment (locked cabinet, etc.), whether anything would identify the presence of taxpayer information. Also, describe any paper documents or disks in the computer or with the computer, such as in the bag.

Was taxpayer data compromised? What (forms? Carry-forward data? From what year?)

How many taxpayers are potentially affected?

Was it encrypted? Describe how (TrueCrypt, SecureDoc):

NOTE: Please advise volunteers not to discuss this matter with taxpayers, media, or anyone else beside AARP Tax-Aide staff, your volunteer leadership and, of course, the police department until further notice. Please ask others involved to do the same. Thank them in advance for their understanding about our need to manage this situation at national. Volunteers do enough in service to taxpayers and we believe it appropriate for staff to handle as much of these difficult circumstances as possible. If you do get media inquiries, please have them contact the National Office.

Website for the public: [www.aarp.org/taxaide](http://www.aarp.org/taxaide)  
Website for volunteers (Extranet): [www.aarp.org/tavolunteers](http://www.aarp.org/tavolunteers)

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Annually!*

**AARP**<sup>SM</sup>  
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