



IDENTITY THEFT
REQUEST FOR DOCUMENTATION

Both Chambers of the 108th Congress approved the Fair and Accurate Credit Transactions Act of 2003 (FACT Act), which was signed into law by President George W. Bush on December 4, 2003. A part of the FACT Act was established to protect consumers against identity theft/forgery. The purpose of this form is to inform you of what is required for us to proceed and assist you with your claim.

Under the FACT Act, we are required to obtain your written allegation of identity theft/forgery. Therefore, we have enclosed an Identity Theft Request for Documentation form for your convenience. In addition, the FACT Act allows us to request proof of positive identification, such as a government-issued identification card (e.g., a photocopy of your driver’s license, Social Security card, birth certificate, or passport), along with the details of the alleged fraudulent activity. Please include proof of identification when returning this form. Otherwise, we will be unable to process your request.

You may be assured that we expect to reply to your inquiry within 30 days of receiving your written allegation of identity theft/forgery and proof of identification. At that time, we will provide you with the additional information and documentation needed to proceed with your claim. Keep in mind that in accordance with the FACT Act, we have the right to decline to provide this information under certain situations, such as if we do not have a high degree of confidence in knowing the true identity of the individual requesting the information. Please note that you will remain responsible to maintain a current account status until a decision is made on the identity theft/forgery claim. In addition, you may be asked to provide a copy of the police report you filed to substantiate your assertion, if applicable.

Documentation needed:

- Application/Promissory Note
- Other (please specify item(s) needed below):

Description of alleged fraudulent activity:

Additional information relevant to the alleged fraudulent activity:

If you would like the requested documentation to be sent to a federal, state, or local government law enforcement agency, please provide the name and address below:

Name (please print): _____

Signature: _____ **Date:** _____

Account Number (if known): _____

PLEASE RETURN THE COMPLETED FORM AND PROOF OF IDENTIFICATION TO:

AES
PO BOX 2461
HARRISBURG, PA 17105-2461
FAX NUMBER: 717-720-3945