



Date: _____

Case Number: _____

Initial Officer: _____

This packet will provide victims with a list of resources and instructions when dealing with an identity theft situation including the unlawful use of a financial transaction card, forgery, fraud, and other financial crimes. The Woods Cross Police Department will assist victims associated with these crimes, but unfortunately, the victims themselves are burdened with resolving their own credit problems and remedying issues with their financial institutions. Victims of identity theft and financial crimes must act quickly and assertively to minimize the damage to their good name and credit history. You must document all unauthorized transactions and be patient. This process could take several months, and it is imperative you cooperate with this investigation.

In this packet, there is an Incident Detail Report, which will gather the details necessary to investigate your case, and ID theft affidavit, supplied by the Federal Trade Commission. This affidavit can be submitted to your financial and credit institutions when filing fraudulent activities on your personal accounts.

When dealing with the authorities and financial institutions, keep a log of all your conversations, including dates, times, names, and phone numbers.

You must complete this packet and submit any evidence you have, including your financial records and statements, for this case to be thoroughly investigated. Failure to do so will cause a delay in the investigation and might result in the closure of this case.

EMAIL ALL EVIDENCE (DOCUMENTS, AUDIO FILES, VIDEOS, SCREENSHOTS, FINANCIAL RECORDS, BANK STATEMENTS, ETC) TO RECORDS@WOODSCROSS.COM

1555 South 800 West
Woods Cross, UT 84087
Dial 911 for Emergency
www.wxpd.us



Office: (801) 292-4422
Fax: (801) 296-0678
Facebook: Woods Cross Police Department
Twitter: @Woods Cross Police Dept
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ID THEFT PREVENTION & INFORMATION

If you are a victim of identify theft or another financial crime, there are several important steps you must follow. Be prepared to document all unauthorized transactions and to be patient—the process can take several months.

The following information in this packet will assist you in contacting various agencies. Complete the necessary forms and document everything you do. It is important that you follow the instructions in this packet and make every effort to complete each form.

Step 1 – Contact your bank and other credit card issuers. If the theft involved existing bank accounts (checking and or savings accounts as well as credit or debit cards) you should take the following steps.

- Put stop payment orders on all outstanding checks that might have been written without your knowledge or permission.
- Close all existing credit card accounts and any account accessible by debit card.
- Open up new accounts protected with a secret password or personnel identification number (PIN).
 - Do not use the same passwords or PINs as on the original accounts.
 - Do not use common numbers (like birth dates, part of your social security number), or commonly chosen words (such as a child's, spouse's, or pet's name) as passwords or PINs.

Step 2 – File a report with the Federal Trade Commission. You can go online to file an identity theft complaint with the FTC and discover additional resources: www.consumer.gov/idtheft. For your convenience, there is an ID theft Affidavit enclosed in this packet. Many creditors and major credit reporting bureaus will accept this "ID theft Affidavit" or the one available on the FTC website: <https://www.identitytheft.gov/#/> .

Step 3 – Contact all three major credit reporting bureaus. First, request the credit bureaus place a fraud alert and a security freeze on your file. You must then be contacted directly before any new credit is taken out in your name and you will be assigned a "PIN" number that can unlock your credit. Second, file your police report or the report number given to you by the police with the credit reporting bureaus. A fraud report will be shared with the other bureaus.

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You can contact the fraud units at each of the bureaus as follows:

Equifax

P.O. Box 740256
Atlanta, GA 30374

Consumer Fraud Division
(800) 525-6285

Experian

P.O. Box 9530
Allen, TX 75013

National Consumer Assistance
(888) 397-3742

TransUnion Fraud

P.O. Box 6790

Victim Assistance Dept.
(800) 680-7289

Step 4 – Contact all your creditors by phone and in writing. File a law enforcement report, or the FTC’s ID Theft Affidavit, with each creditor (Some may require that you use their own form of affidavit).

- Keep copies of all correspondence and documents exchanged with each creditor.
- Cancel stolen credit cards and request a replacement.

Step 5 – Notify the phone company. If the identity theft involves the misuse of a long-distance telephone account, cellular telephone, or other telephone service, contact your telephone, or wireless company and follow their directions.

Step 6 – Notify the post office. If you suspect that your mail has been stolen or diverted with a false change-of-address request, contact your local post inspector. You can make a report online and obtain additional resources and tips via their website: <https://www.uspis.gov/> .

Step 7 – Notify the Social Security Administration. If you suspect that someone is using your social security number to obtain credit or employment, contact the Social Security Administration’s fraud hotline at 1-800-269-0271. To check the accuracy of your work history, order a copy of your Personal Earnings and Benefit Estimate Statement (PEBES) and check it for accuracy. You can obtain a PEBES application at your local Social Security Office or download one from the Social Security Administration web site: <https://www.ssa.gov/myaccount/statement.html> .

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Step 8 – Notify the State Department. If your passport has been stolen, notify the passport office. You can obtain additional information from their web site: <https://travel.state.gov/content/travel/en/passports/have-passport/lost-stolen.html> .

Step 9 – If you are contacted by a collection agency about a debt for which you are not responsible, immediately notify them that you did not create the debt and that you are a victim of identity theft. Follow up with the collection agency and creditor in writing and include a copy of you police report or ID Theft Affidavit.

Send all letters and a copy of the report affidavits, “return receipt requested” or with some other process that gives you proof that the collection agency received your letter.

Step 10 – This is one of your most important steps. Record everything. Make copies of everything. Leave nothing out. Get the names and numbers of people you have contacted. Use the forms enclosed in this packet to assist you and organize your information.

This department can provide you with some ways and resources you will need to start cleaning up the mess caused by the criminal, and we want to catch the person responsible.

You are the one who has the most information about your particular case and are a valuable asset to the officer in determining who is responsible. Filling out this victim packet will be of great assistance to the investigation, without the information we may not have the necessary information to solve the case.

When completing this packet, have the portions of the incident detail form completed that pertain to your situation. **DO NOT LEAVE ANYTHING OUT**, even if you don't think it is important, it may be helpful in the investigation. Submit all supporting documentation. You can get this information faster than we can because you don't need a subpoena.

We investigate many cases at a time, please be patient, identity theft and financial crime cases are slow and may take months to complete. We will make all reasonable attempts to solve your case, but not all identity theft and financial crimes cases can be solved.

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**INCIDENT DETAIL FORM FOR VICTIMS OF FINANCIAL
CRIMES AND IDENTIFY FRAUD**

**WITNESS STATEMENT FOR USE AT A
PRELIMINARY EXAMINATION**

Pursuant to Rule 1102, Utah Rules of Evidence, and Section 76-8-504.5, Utah Code Annotated

YOU ARE NOTIFIED THAT STATEMENTS YOU ARE ABOUT TO MAKE IN THIS DOCUMENT MAY BE PRESENTED TO A MAGISTRATE OR A JUDGE IN LIEU OF YOUR SWORN TESTIMONY AT A PRELIMINARY EXAMINATION. ANY FALSE STATEMENT YOU MAKE AND THAT YOU DO NOT BELIEVE TO BE TRUE MAY SUBJECT YOU TO CRIMINAL PUNISHMENT AS A CLASS A MISDEMEANOR.

I, _____ understand the above statement.
Name of Victim/Complainant

Signature of Victim/Complainant

Date

Signature of Officer

Date

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PERSONAL INFORMATION

Please fill out this form and return it to the Woods Cross Police Department as soon as possible, otherwise the agency will not have the necessary information to investigate your case. The information you provide will be used to understand what occurred, organize the investigative case, determine where evidence might be found, develop a theory of how the identity crime occurred, and determine what financial institutions should be contacted during the investigation.

Date this form was filled out: _____

First Name: _____

Middle Name: _____

Last Name: _____

Social Security Number: _____

Driver's License Number: _____

Date of Birth: _____

Home Address: _____

Home Telephone Number: _____

Cell Phone Number: _____

E-Mail Address: _____

Employer: _____

Work Address: _____

Work Telephone Number: _____

What is the best time to reach you? _____

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INCIDENT DETAIL FORM

1. How did you become aware of the identity or financial crime? Circle all that apply.

- a. Found fraudulent charges on my credit card bill.
 - i. Which one? _____
- b. Found fraudulent charges on my cellular phone bill.
 - i. Which one? _____
- c. Received bills for an account(s) I did not open.
 - i. Which one? _____
- d. Found irregularities in my credit report.
- e. Was contacted by a creditor demanding payment.
 - i. Which one? _____
- f. Was contacted by a bank's fraud department regarding charges.
 - i. Which one? _____
- g. Was denied a loan.
- h. Was denied credit.
- i. Was arrested, had a warrant issued, or a complaint filed in my name for a crime I did not commit.
 - i. Which one? _____
- j. Was sued for a debt I did not incur.
 - i. Which one? _____
- k. Was not receiving bills regularly for a legitimate account.
 - i. Which one? _____
- l. Was denied employment.
- m. Had my driver's license suspended for actions I did not commit.

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- n. Received a legal filing I did not file, such as a bankruptcy or other legal proceeding.
- o. Other - Please explain:

- 2. What date did you first become aware of the identity crime? _____
- 3. When did the fraudulent activity begin? _____
- 4. What is the full name, address, birth date, and other identifying information that the fraudulent activity was made under?

- 5. Please list all fraudulent activity that you are aware of to date, with the locations and addresses of where fraudulent applications or purchases were made (retailers, banks, etc.). List in chronological order, be concise, and state facts. You may attach a separate piece of paper if you need the space.

For example: "On 9/18/23, my vehicle was burglarized in West Valley City (police department case WV12345) and my wallet with my driver's license and Mountain America Credit Union debit card (number 123456789123) were taken. On 9/20/23, I received a phone call from my Cindy Craig with Mountain America Credit Union. She informed me I was overdrawn \$5,000 on my checking account, number 123456789, after several fraudulent checks had been cashed at the Woods Cross branch. I did not authorize anyone to use my information or cash any checks. I do not know who is responsible for the fraudulent transactions. Mountain America has refunded me for the charges."

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6. What documents and identifying information were stolen and/or compromised? Circle and provide account numbers, issuing institution, and other applicable information for each stolen or compromised item:

a. Credit card(s). List bank(s) issuing credit cards and card number:

b. ATM card(s). List bank(s) issuing ATM cards and card number:

c. Checks and/or checking account number. List bank issuing checks and check number.

d. Savings account passbook or number. List bank holding savings account:

e. Brokerage or stock accounts. List banks and/or brokers:

f. Passport. List country issuing passport and number:

g. Driver's license or license number. List state issuing license and number:

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- h. State identity card or identity number. List state issuing card and number:

 - i. Social security card or number:

 - j. Birth certificate. List state and municipality issuing birth certificate:

 - k. Resident alien card, green card, or other immigration documents:

 - l. Bank account passwords or "secret words", such as mother's maiden name:

 - m. Other:

 - n. Unknown:

7. To the best of your knowledge at this point, what identity crimes have been committed?
Circle all that apply:
- a. Making purchase(s) using my credit cards or credit card numbers without authorization.
 - b. Opening new credit card accounts in my name.
 - c. Opening utility and/or telephone accounts in my name.
 - d. Unauthorized withdrawals from my bank accounts.
 - e. Opening new bank accounts in my name.
 - f. Taking out unauthorized loans in my name.
 - g. Unauthorized access to my securities or investment accounts.
 - h. Obtaining government benefits in my name.
 - i. Obtaining employment in my name.
 - j. Obtaining medical services or insurance in my name.
 - k. Evading prosecution for crimes committed by using my name or committing new crimes under my name.
 - l. Check fraud.
 - m. Passport/visa fraud.
 - n. Other: _____

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8. To assist law enforcement in pinpointing when and by whom your information was compromised, it is of value to retrace your actions in recent months regarding your personal information. This information is not solicited to "blame the victim" for the crime, but to further the investigation into who might have stolen your personal or financial identifiers. What circumstances and activities have occurred in the last six months? Include activities done by you and on your behalf by a member of your family or a friend. Circle all that apply:
- a. Carried Social Security Card in my wallet.
 - b. Carried my bank account passwords, PINs, or codes in my wallet.
 - c. Gave out my Social Security Number. To whom?
 - d. My mail was stolen. When? _____
 - e. I went away and my mail held at the post office or collected by someone else. _____
 - f. I traveled to another location outside my home area (business or pleasure). Where did you go and when? _____
 - g. Mail was diverted from my home (either by forwarding order or in a way unknown to you). _____
 - h. I did not receive a bill as usual (i.e., a credit card bill failed to come in the mail). Which one? _____
 - i. A new credit card I was supposed to receive did not arrive in the mail as expected. Which one? _____
 - j. Bills I was paying were left in an unlocked mailbox for pickup by the postal service. _____
 - k. Service people were in my home. From what company and when? _____
 - l. Documentation with my personal information was thrown in the trash without being shredded. _____
 - m. Credit card bills, pre-approved credit card offers, or credit card "convenience" checks in my name were thrown out without being shredded. _____
 - n. My garbage was stolen or gone through. _____
 - o. My ATM receipts and/or credit card receipts were thrown away without being shredded. _____
 - p. My password or PIN was given to someone else. _____

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- q. My home was burglarized.
- r. My car was stolen or burglarized.
- s. My purse or wallet was stolen.
- t. My checkbook was stolen.
- u. My personal information was provided to a service business or non-profit (i.e., I gave blood, donated money, took out insurance, or saw a financial planner).
Please provide details:

- v. Credit report was queried by someone claiming to be a legitimate business interest. Who? _____
- w. I applied for credit and/or authorized a business to obtain my credit report (i.e., shopped for a new car, applied for a credit card, or refinanced a home) Please list:

- x. My personal information is available on the Internet, such as in an "open directory," "white pages," genealogy web site, or college reunion website.
- y. A legitimate purchase was made where my credit card was out of my sight (such as a purchase over the phone). Please provide details:

- z. My personal information was given to a telemarketer or a telephone solicitor.
Please list:

- aa. My personal information was given to a door-to-door salesperson or charity fundraiser Please list:

- bb. A charitable donation was made using my personal information Please list:

- cc. Personal information was given to enter a contest or claim a prize I had won.
Please list:

- dd. A new bank account or new credit card account was legitimately opened in my name:
- ee. I re-financed my house or property.
- ff. A legitimate loan was applied for or closed in my name.
- gg. A legitimate lease was applied for or signed in my name.
- hh. Legitimate utility accounts were applied for or opened in my name.
- ii. A license or permit was applied for legitimately in my name.
- jj. Government benefits were applied for legitimately in my name.

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- kk. My name and personal information were mentioned in the press, such as in a newspaper, magazine, or on a website.
- ll. Online purchases were made using my credit card. Please, in as much detail as possible, explain the circumstances of the situation: How many purchases over the Internet (retailer or auction sites) have you made in the last six months? What internet sites have you bought from:

- mm. In the last six months, whom has your Social Security Number been given to? List all.

- nn. Do your checks have your Social Security Number or Driver's License Number imprinted on them? (You or a retailer wrote the information during a transaction). If yes, please list retailer names where checks have been tendered:

- oo. Do you own a business(es) that may be affected by this crime? If yes, please list names of businesses:

- 9. Do you have any information on a suspect in this identity crime or fraud case? How do you believe the theft occurred?

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10. Please list all the banks/accounts that have been impacted by this crime:

Financial Institution/Bank Name:	Type of account and account number: (checking, savings, brokerage, pension, etc.)

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11. Have you contacted or been contacted by any financial institutions concerning impacted accounts? If yes, please list:

Institution	Phone Number	Person You Spoke With

12. With this incident detail form, please submit all account statements, letters, correspondence, phone records, credit reports, text messages, audio recordings, emails, copies of checks, police reports, and all other documents regarding this case. This evidence can be emailed to: records@woodscross.com.

THIS IS THE END OF THE INCIDENT DETAIL FORM

The following ID Theft Affidavit is provided to you as a courtesy to submit to your creditors or financial institutions. Check with your creditors or financial institutions first, as some might require additional or other documentation. The completion of the following affidavit is not required to file a police report.

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Instructions for Completing the ID Theft Affidavit

To make certain that you do not become responsible for the debts incurred by the identity thief, you must provide proof that you didn't create the debt to each of the companies where accounts were opened or used in your name.

A working group composed of credit grantors, consumer advocates and the Federal Trade Commission (FTC) developed this ID Theft Affidavit to help you report information to many companies using just one standard form. Use of this affidavit is optional. While many companies accept this affidavit, others require that you submit more or different forms. Before you send the affidavit, contact each company to find out if they accept it.

You can use this affidavit where a **new account** was opened in your name. The information will enable the companies to investigate the fraud and decide the outcome of your claim. (If someone made unauthorized charges to an **existing account**, call the company to find out what to do.)

This affidavit has two parts:

- **ID Theft Affidavit** is where you report general information about yourself and the theft.
- **Fraudulent Account Statement** is where you describe the fraudulent account(s) opened in your name. Use a separate Fraudulent Account Statement for each company you need to write to.

When you send the affidavit to the companies, attach copies (**NOT** originals) of any supporting documents (e.g., drivers license, police report) you have.

Before submitting your affidavit, review the disputed account(s) with family members or

friends who may have information about the account(s) or access to them.

Complete this affidavit as soon as possible. Many creditors ask that you send it within two weeks of receiving it. Delaying could slow the investigation.

Be as accurate and complete as possible. You *may* choose not to provide some of the information requested. However, incorrect or incomplete information will slow the process of investigating your claim and absolving the debt. Please print clearly.

When you have finished completing the affidavit, mail a copy to each creditor, bank or company that provided the thief with the unauthorized credit, goods or services you describe. Attach to each affidavit a copy of the Fraudulent Account Statement with information only on accounts opened at the institution receiving the packet, as well as any other supporting documentation you are able to provide.

Send the appropriate documents to each company by certified mail, return receipt requested, so you can prove that it was received. The companies will review your claim and send you a written response telling you the outcome of their investigation. **Keep a copy of everything you submit for your records.**

If you cannot complete the affidavit, a legal guardian or someone with power of attorney may complete it for you. Except as noted, the information you provide will be used only by the company to process your affidavit, investigate the events you report and help stop further fraud. If this affidavit is requested in a lawsuit, the company might have to provide it to the requesting party.

Completing this affidavit does not guarantee that the identity thief will be prosecuted or that the debt will be cleared.

If you haven't already done so, report the fraud to the following organizations:

1. Each of the three **national consumer reporting agencies**. Ask each agency to place a "fraud alert" on your credit report, and send you a copy of your credit file. When you have completed your affidavit packet, you may want to send them a copy to help them investigate the disputed accounts.

■ **Equifax Credit Information Services, Inc.**
(800) 525-6285 (Hearing impaired call 1-800-255-0056 and ask the operator to call the Auto Disclosure Line at 1-800-685-1111 to obtain a copy of your report.)
P.O. Box 740241, Atlanta, GA 30374-0241
www.equifax.com

■ **Experian Information Solutions, Inc.**
(888) 397-3742/ TDD (800) 972-0322
P.O. Box 9530, Allen, TX 75013
www.experian.com

■ **TransUnion**
(800) 680-7289/ TDD (877) 553-7803
Fraud Victim Assistance Division
P.O. Box 6790, Fullerton, CA 92634-6790
www.tuc.com

2. The **fraud department at each creditor, bank, or utility/service** that provided the identity thief with unauthorized credit, goods or services. This would be a good time to find out if the company accepts this affidavit, and

whether they require notarization or a copy of the police report.

3. Your local **police department**. Ask the officer to take a report and give you the report number or a copy of the report. When you have completed the affidavit packet, you may want to give your police department a copy to help them add to their report and verify the crime.

4. The FTC, which maintains the Identity Theft Data Clearinghouse – the federal government's centralized identity theft complaint database – and provides information to identity theft victims. You can call toll-free **1-877-ID-THEFT (1-877-438-4338)**, visit www.consumer.gov/idtheft, or send mail to:

Identity Theft Data Clearinghouse
Federal Trade Commission
600 Pennsylvania Avenue, NW
Washington, DC 20580

The FTC collects complaints from identity theft victims and shares their information with law enforcement nationwide. This information also may be shared with other government agencies, consumer reporting agencies, and companies where the fraud was perpetrated to help resolve identity theft related problems.

ID Theft Affidavit

Victim Information

- (1) My full legal name is _____
(First) (Middle) (Last) (Jr., Sr., III)
- (2) (If different from above) When the events described in this affidavit took place, I was known as _____
(First) (Middle) (Last) (Jr., Sr., III)
- (3) My date of birth is _____
(day/month/year)
- (4) My social security number is _____
- (5) My driver's license or identification card state and number are _____
- (6) My current address is _____
City _____ State _____ Zip Code _____
- (7) I have lived at this address since _____
(month/year)
- (8) (If different from above) When the events described in this affidavit took place, my address was _____
City _____ State _____ Zip Code _____
- (9) I lived at the address in #8 from _____ until _____
(month/year) (month/year)
- (10) My daytime telephone number is (____) _____
My evening telephone number is (____) _____

How the Fraud Occurred

Check all that apply for items 11 - 17:

(11) I did not authorize anyone to use my name or personal information to seek the money, credit, loans, goods or services described in this report.

(12) I did not receive any benefit, money, goods or services as a result of the events described in this report.

(13) My identification documents (for example, credit cards; birth certificate; driver’s license; social security card; etc.) were stolen lost on or about _____
(day/month/year)

(14) To the best of my knowledge and belief, the following person(s) used my information (for example, my name, address, date of birth, existing account numbers, social security number, mother’s maiden name, etc.) or identification documents to get money, credit, loans, goods or services without my knowledge or authorization:

Name (if known)

Address (if known)

Phone number(s) (if known)

additional information (if known)

Name (if known)

Address (if known)

Phone number(s) (if known)

additional information (if known)

(15) I do NOT know who used my information or identification documents to get money, credit, loans, goods or services without my knowledge or authorization.

(16) Additional comments: (For example, description of the fraud, which documents or information were used or how the identity thief gained access to your information.)

(Attach additional pages as necessary.)

Victim's Law Enforcement Actions

(17)(check one) I am am not willing to assist in the prosecution of the person(s) who committed this fraud.

(18)(check one) I am am not authorizing the release of this information to law enforcement for the purpose of assisting them in the investigation and prosecution of the person(s) who committed this fraud.

(19)(check all that apply) I have have not reported the events described in this affidavit to the police or other law enforcement agency. The police did did not write a report. *In the event you have contacted the police or other law enforcement agency, please complete the following:*

_____	_____
(Agency #1)	(Officer/Agency personnel taking report)

_____	_____
(Date of report)	(Report Number, if any)

_____	_____
(Phone number)	(e-mail address, if any)

_____	_____
(Agency #2)	(Officer/Agency personnel taking report)

_____	_____
(Date of report)	(Report Number, if any)

_____	_____
(Phone number)	(e-mail address, if any)

Documentation Checklist

Please indicate the supporting documentation you are able to provide to the companies you plan to notify. Attach copies (NOT originals) to the affidavit before sending it to the companies.

(20) A copy of a valid government-issued photo-identification card (for example, your driver's license, state-issued ID card or your passport). If you are under 16 and don't have a photo-ID, you may submit a copy of your birth certificate or a copy of your official school records showing your enrollment and place of residence.

(21) Proof of residency during the time the disputed bill occurred, the loan was made or the other event took place (for example, a rental/lease agreement in your name, a copy of a utility bill or a copy of an insurance bill).

(22) A copy of the report you filed with the police or sheriff's department. If you are unable to obtain a report or report number from the police, please indicate that in Item 19. Some companies only need the report number, not a copy of the report. You may want to check with each company.

Signature

I declare under penalty of perjury that the information I have provided in this affidavit is true and correct to the best of my knowledge.

(signature)

(date signed)

Knowingly submitting false information on this form could subject you to criminal prosecution for perjury.

(Notary)

[Check with each company. Creditors sometimes require notarization. If they do not, please have one witness (non-relative) sign below that you completed and signed this affidavit.]

Witness:

(signature)

(printed name)

(date)

(telephone number)

Fraudulent Account Statement

Completing this Statement

- Make as many copies of this page as you need. **Complete a separate page for each company you're notifying and only send it to that company.** Include a copy of your signed affidavit.
- List only the account(s) you're disputing with the company receiving this form. **See the example below.**
- If a collection agency sent you a statement, letter or notice about the fraudulent account, attach a copy of that document (**NOT** the original).

I declare (check all that apply):

As a result of the event(s) described in the ID Theft Affidavit, the following account(s) was/were opened at your company in my name without my knowledge, permission or authorization using my personal information or identifying documents:

Creditor Name/Address <i>(the company that opened the account or provided the goods or services)</i>	Account Number	Type of unauthorized credit/goods/services provided by creditor <i>(if known)</i>	Date issued or opened <i>(if known)</i>	Amount/Value provided <i>(the amount charged or the cost of the goods/services)</i>
Example Example National Bank 22 Main Street Columbus, Ohio 22722	01234567-89	auto loan	01/05/2000	\$25,500.00

During the time of the accounts described above, I had the following account open with your company:

Billing name _____

Billing address _____

Account number _____