

SCAM/FRAUD REPORT FILLABLE WORKSHEET

If you suspect a Scam or Fraud, record the details immediately

Date of Incident: _____

Time of Incident: _____

MY PERSONAL INFORMATION

- Full legal name _____
- Date of Birth _____
- Current Address _____
- Secure Phone Number _____
- Trusted Contact Name & Phone _____

FINANCIAL LOSS DETAILS

- Bank Name: _____ Account Type: _____
- Account Number (Last 4 Digits Only): _____
- Exact Dollar Amount Lost: \$ _____
- Payment Method Used: ☐ Wire Transfer ☐ Gift Cards ☐ Cryptocurrency
☐ Cash/Check ☐ App (Zelle/Venmo)

TYPE OF CONTACT (CHECK ONE):

- ☐ Phone Call
- ☐ Text Message
- ☐ Email
- ☐ Social Media Message
- ☐ Website Pop-Up
- ☐ Mail
- ☐ In Person
- ☐ Other: _____

WHO CONTACTED YOU?

Name Used by Caller/Sender: _____

Company or Organization Claimed: _____

Phone Number: _____

Email Address: _____

Website Address: _____

WHAT DID THEY SAY?

WHAT DID THEY ASK YOU TO DO?

- ☐ Send Money
- ☐ Buy Gift Cards
- ☐ Transfer Cryptocurrency
- ☐ Provide Passwords
- ☐ Provide Banking Information
- ☐ Provide Credit Card Information
- ☐ Allow Remote Access to My Computer
- ☐ Click a Link
- ☐ Download Software
- ☐ Other: _____

DID YOU TAKE ANY ACTION?

- ☐ No
- ☐ Yes (Describe what happened)

FINANCIAL INFORMATION

Amount Lost (if any): \$ _____

Payment Method Used:

- ☐ Credit Card
- ☐ Debit Card
- ☐ Bank Transfer
- ☐ Check
- ☐ Gift Cards
- ☐ Cryptocurrency
- ☐ Cash
- ☐ Other: _____

EVIDENCE SAVED

- ☐ Screenshots
- ☐ Emails
- ☐ Text Messages
- ☐ Voicemail
- ☐ Bank Records
- ☐ Receipts
- ☐ Gift Card Numbers
- ☐ Other: _____

REPORTS FILED

- ☐ Local Police Report
- ☐ Bank or Credit Card Company (Number on back of card or on statement)
- ☐ Federal Trade Commission (FTC) reportfraud.ftc.gov. (financial scams)
Identitytheft.gov (if your Social Security number or personal ID were stolen)
- ☐ Internet Crime Complaint Center (IC3) ice3.gov (Agency tracks international scam syndicates and coordinates with federal law enforcement.)
- ☐ State Attorney General
- ☐ ID Theft Resource Center (ITRC): Call 1-888-400-5530 (An advisor will provide a completely free, step-by-step resolution plan to track and clean up your credit profile)
- ☐ Other: _____

Report Number(s):

IMPORTANT REMINDERS

- ✓ Stop all communication with the suspected scammer.
- ✓ Save all evidence before deleting messages.
- ✓ Contact your bank or credit card company immediately if money was involved.
- ✓ Change passwords if account information may have been exposed.
- ✓ Report the incident as soon as possible.

Remember: The sooner you report a scam, the better your chances of limiting the damage.