

Reporting Identity Theft Fraud in MyTax

If you are aware of one or more of your employees being a victim of identity theft which resulted in a fraudulent unemployment insurance (UI) claim, you may report this to the Illinois Department of Security (IDES) through MyTax.Illinois.gov. This option is **only for identity theft fraud** and for no other purpose, including other types of suspected UI fraud. You must have spoken with the employee whose identity was fraudulently used to file a UI claim and obtained their permission to submit the report of identity theft to IDES and deny that claim.

- 1) Visit MyTax.illinois.gov and sign into your account. After logging in, select your Unemployment Insurance account:

The screenshot displays the MyTax Illinois user interface. At the top, there is a navigation bar with the MyTax Illinois logo and links for IDOR Home, IDES Home, Help, Contact, and Privacy Policy. Below this is a secondary navigation bar with a hamburger menu, the text 'MyTax Illinois', and user information: 'Welcome, Test', 'Settings', and 'Log Off'. A 'Home' link is also present. The main content area is divided into three sections: 'Logon' (showing user 'Test', email 'test@test.com', last logged on 1/15/2021, and balance of \$0.00), 'Alerts' (showing 'There are no alerts'), and 'I Want To' (a list of actions like 'Add Access to an Existing Tax Account', 'Manage Payments and Returns', etc.). Below these sections is a horizontal menu with tabs for 'ACCOUNTS', 'REQUESTS', 'CORRESPONDENCE', 'NAMES & ADDRESSES', and 'LOGONS'. The 'ACCOUNTS' tab is selected, showing a table of accounts. The table has columns for Account Type, Account ID, Balance, Name, Address, and Cease Date. The 'Unemployment Insurance' row is highlighted with a red box. Below the table, it indicates '3 Rows'.

Account Type	Account ID	Balance	Name	Address	Cease Date
Business	00-0000000	\$0.00	TEST EMPLOYER, INC.	33 S STATE ST CHICAGO IL 60603-2804	
Unemployment Insurance	5010858	\$0.00	TEST EMPLOYER, INC.	33 S STATE ST CHICAGO IL 60603-2804	
Withholding	00-0000000-000	\$0.00	TEST EMPLOYER, INC.	33 S STATE ST CHICAGO IL 60603-2804	

2) On the right-hand side, under the section titled "I Want To", select **Report Identity Theft**:

The screenshot shows the MyTaxIllinois website interface. At the top, there is a navigation bar with the MyTaxIllinois logo and links for IDOR Home, IDES Home, Help, Contact, and Privacy Policy. Below this is a blue header for 'Unemployment Insurance' with a user welcome message and links for Settings and Log Off. A breadcrumb trail shows the path: Home > Confirm Access > Unemployment Insurance: 5010858. The main content area is divided into three columns: 'Account' (showing account details for TEST EMPLOYER, INC. and a balance of \$0.00), 'Account Alerts', and 'I Want To'. The 'I Want To' menu is expanded, listing various actions such as 'File a Return/Wage Report', 'Manage Payments and Returns', and 'Report Identity Theft', which is highlighted with a red rectangular box. Below the menu is an 'Account Maintenance' section with options like 'Manage Paperless Setting' and 'Update Contacts'. At the bottom, there is a horizontal navigation bar with tabs for 'RECENT PERIODS', 'REQUESTS', 'CORRESPONDENCE', 'NAMES & ADDRESSES', 'LOGONS', and 'RATE HISTORY'.

3) Carefully review the Introduction and when finished select the **Next** button:

The screenshot displays the 'Identity Theft' request process in MyTaxIllinois. The top navigation bar is identical to the previous screenshot. The main header is 'Identity Theft' with a user welcome message and links for Settings and Log Off. The breadcrumb trail is: Home > Confirm Access > Unemployment Insurance: 5010858 > Request. A progress bar at the top shows four steps: 1. Introduction (highlighted in blue), 2. Report Stolen Identities, 3. Certify, and 4. Review Report of Identity Theft. Below the progress bar is the 'Introduction' section, which includes a 'Purpose' section with two bullet points: 'Report fraudulent unemployment claims filed using the stolen identity of one or more employees' and 'DO NOT use this form for any other purpose, even to report other types of fraudulent UI claims'. This is followed by an 'Information Needed' section with two bullet points: 'Social Security number and full name of employee(s) whose identity was stolen to file a UI claim' and 'Permission of employee(s) to close any active UI claims filed using their stolen identity'. At the bottom of the page, there are three buttons: 'Cancel', '< Previous', and 'Next >'.

- 4) Enter the Social Security Number and name of each employee that have had their identities used to file a fraudulent claim. When finished, select the **Next** button:

MyTax Illinois ILT IDOR Home | IDES Home | Help | Contact | Privacy Policy

Identity Theft Welcome, Test Settings Log Off

Home > Confirm Access > Unemployment Insurance: 5010858 > Request

1. Introduction 2. Report Stolen Identities 3. Certify 4. Review Report of Identity Theft

Report Stolen Identities

Add the employees whose identity was used to file a fraudulent unemployment claim to the table below. Once you have completed the employee list, use the next button at the bottom of the page to continue.

Show Errors 1 - 3 of 3

Worker SSN	Re-enter Worker SSN	Last Name	First Name	Middle Initial
999-99-9999	999-99-9999	Tester	Tess	T
888-88-8888	888-88-8888	Testing	Tony	
777-77-7777	777-77-7777	Tests	Theresa	T

3 Rows

Cancel Previous Next

- 5) Read each of the certifications and if you have met the requirements click the checkbox next to them. When they are all checked, select the **Next** button:

MyTax Illinois ILT IDOR Home | IDES Home | Help | Contact | Privacy Policy

Identity Theft Welcome, Test Settings Log Off

Home > Confirm Access > Unemployment Insurance: 5010858 > Request

1. Introduction 2. Report Stolen Identities 3. Certify 4. Review Report of Identity Theft

Certify

In order to report fraudulent unemployment claims that were filed using the personal identifying information of one or more of your employees, you must certify that:

- For each of the employees I have reported, I have spoken with those employees and have confirmed that they did not file or attempt to reopen a claim for unemployment benefits
- For each of the employees I have reported, I have spoken with those employees and have confirmed that they did not certify for unemployment benefits
- For each of the employees I have reported, I have spoken with those employees and have confirmed that they would like any claim filed in their name to be withdrawn as fraudulent

Cancel Previous Next

- 6) Review your submission. If everything looks correct, electronically sign your report by checking the box next to “I Agree”. Then click the **Submit** button:

IDOR Home | IDES Home | Help | Contact | Privacy Policy

Identity Theft Welcome, Test  Settings  Log Off

[Home](#) > [Confirm Access](#) > [Unemployment Insurance: 5010858](#) > [Request](#)

1. Introduction 2. Report Stolen Identities 3. Certify **4. Review Report of Identity Theft**

Review Report of Identity Theft

 **Review Report of Identity Theft**

You are about to submit a Report of Identity Theft. Please review the completed information below. If there are any changes you would like to make, use the Previous button at the bottom of the page. Please certify your submission with the check box below before submitting your Report of Identity Theft.

Worker SSN	Last Name	First Name	Middle Initial
***-**-9999	Tester	Tess	T
***-**-8888	Testing	Tony	
***-**-7777	Tests	Theresa	T

3 Rows

For each of the employees I have reported, I have spoken with those employees and have confirmed that they did not file or attempt to reopen a claim for unemployment benefits

For each of the employees I have reported, I have spoken with those employees and have confirmed that they did not certify for unemployment benefits

For each of the employees I have reported, I have spoken with those employees and have confirmed that they would like any claim filed in their name to be withdrawn as fraudulent

I hereby confirm that the information contained in this report and the statements above are true and correct to the best of my knowledge and belief. I understand that, by checking “I Agree”, I permanently affix my signature pursuant to the Electronic Commerce Security Act, 5 ILCS 175/1-101 through 99-1.

I Agree

[Cancel](#) [Previous](#) [Submit](#)

You will be presented with a confirmation screen where you can view and print your request. When a fraudulent claim is denied, a Determination letter will be mailed to the address on record of both the employer and employee.