

Affidavit of Forgery Checklist

Please use the Affidavit of Forgery to report checks which have been fraudulently cashed on or against your account.

To speed processing of your request, please follow these steps:

1. Fill out the Affidavit of Forgery completely.
2. Complete the Fraud/Forgery Investigation Form
3. Send your form to DCU for processing by doing both of the following:
 - Fax the completed form to the Electronic Service Fax Line: 508.772.0563 **AND**
 - Drop the completed form off at any DCU Branch Office or Mail your completed form to:

**Digital Federal Credit
Union Attn: ESC/Sharedraft
220 Donald Lynch Blvd
Marlborough, MA 01752**

What you can expect

If you fax your completed form to us or bring the completed form to a DCU branch office, we will process your request within 48 hours of receipt unless further investigation is required.

If you mail your completed form to us without having first faxed it, please allow 2 weeks for postal delivery and DCU processing.

1. IDENTIFICATION OF CHECK:

Member # _____, Share #, _____ Check #: _____

Dated: ___/___/___, Amount: \$ _____, Payable to: _____

Under penalties of perjury, I _____, having been duly sworn say that I have a home address of; _____ and hereby claim that the check described above was incorrectly paid due to what appears to have been a fraudulent act. I can be reached at the following phone number: _____

2. IDENTIFICATION OF FRAUDULENT ACT BEING ALLEGED (Select Only One):

Forged Endorsement (signature of the person the item is payable to – found on the back of the item). No police report needed.

I state that I did not endorse the check, authorize anyone else to endorse the check, or receive any money or value from its having been negotiated. Further, the endorsement purported to be mine is a forgery and I do not know who endorsed the check.

If an individual, the form should be completed by the payee. If a business, the form should be completed by our member.

Third party non-members must have this notarized and will not be eligible for DocuSign.

Forged Signature of Maker (signature of the drawer of the check – generally found on the lower right front of the item)

I state that I did not sign the check withdrawal as maker, authorize anyone else to sign it, or receive any money or value for it, and that the signature purported to be mine is a forgery. I do not know who signed the check as maker.

Alteration: I state the check issued was altered after it left my possession, in the manner described below. I do not know who changed this check.

(MUST BE COMPLETED IF CLAIMING ALTERATION)

Check amount altered from: \$ _____ to \$ _____

Check Date altered from: _____ to _____

Check Payee altered from: _____ to _____

3. CONFIRMATION OF POLICE REPORT and NOTARIZATION OF SIGNATURE

A larceny complaint was filed on _____ at the Police Department in (City/State) _____ against (if known) _____.

I am giving this affidavit to induce Digital Federal Credit Union to recover the proceeds of the check on its behalf, and therefore agree to cooperate with the credit union in its efforts to reclaim the proceeds and with the criminal authorities in investigating and prosecuting the perpetrator(s) of this forgery or alteration.

Claimant's Signature: _____

State of: (_____)

County of (_____)

Subscribed and sworn to me this _____ day of _____, 20____

Notary Public: _____



FRAUD/FORGERY INVESTIGATION FORM
(To Be Completed By Member/Claimant)
Please Print

Please explain 1) how you think this fraud/forgery occurred; 2) who you think committed or may have been involved in this crime; and 3) how they obtained the check(s) and/or information to accomplish the fraud/forgery.

Three horizontal lines for providing an explanation of the fraud/forgery.

Please answer the following questions completely. DO NOT leave any questions blank. Enter N/A in any blank where the question does not apply to your particular situation.

1. Was/were the check(s) ever in your possession prior to the fraud/forgery? [] Yes [] No

If Yes, where did you keep/store the check(s)?

Two horizontal lines for providing the location where checks were kept.

2. Do you believe the check(s) was/were: [] Lost [] Stolen

When? _____

Where? _____

How? _____

3. Who else had access to the check(s) besides you?

Name: _____

Address: _____

Phone Number(s): _____

4. Did you report the theft or loss to the Police? [] Yes [] No

Police Report No.: _____ Police Dept: _____

5. Regardless of whether the check(s) was/were ever in your possession prior to the fraud/forgery, how do you think it/they fell into the hands of the person(s) who committed this offense?

Two horizontal lines for describing how the checks were obtained.

6. Do you think you know who took the checks? [] Yes [] No If yes, fill out the below:

Name: _____

Address: _____

Phone: _____

Was this person listed in the Police Report? [] Yes [] No

Why do you suspect this person? _____

7. Do you know the payee or endorser of the check(s)? Yes No

Name: _____

Address: _____

Phone: _____

How do you know this person? _____

8. Do you recognize any handwriting, identification, description or any other entry that appears on the check(s)? Yes No

If Yes, who do you identify as the author, or may be involved?

Name: _____

Address: _____

Phone: _____

9. Is there anyone you have not mentioned that you suspect of possible involvement for any reason? Yes No

Name: _____

Address: _____

Phone: _____

Why do you suspect this person?

10. Were any other check(s)/deposit slips, savings deposit/withdrawal slips, ATM cards, PIN numbers, credit cards, safe deposit box keys, certificate of deposits, or other financial items/instruments or personal identification lost or stolen at the same place or time? Yes No

If Yes, please identify the items: _____

11. Do you have any other accounts with this or any other institution that you feel may have been compromised as a result of this incident? Yes No

If Yes, please identify those accounts: _____

12. Has anyone been in your home or business where they would have had access to your checks or account information? Yes No

If Yes, describe the person(s) and explain the circumstances: _____

13. Have you ever been a victim of this or similar type of crime before?

Yes No

If Yes, please describe the circumstances of that incident and when it occurred:

The information contained in this Fraud/Forgery Investigation Form is true, accurate and complete to the best of my knowledge and belief.

Signature: _____ Date: _____