Check Fraud Claim
Affidavit of Unauthorized Action by Claimant – Instructions

The Affidavit of Unauthorized Action by Claimant form is used to make a legal claim about the wrongful use of a negotiable instrument. When NASA Federal Credit Union receives your completed Affidavit of Unauthorized Action by Claimant form, your claim will be researched. It is imperative that you complete this claim in its entirety.

The Affidavit of Unauthorized Action by Claimant form must be signed as follows:

- If this claim is for a forged signature or a counterfeit check, the account owner and/or joint owner whose signature is forged must sign.
- If the claimant is for a forged endorsement, an account owner and/or joint owner and the payee/endorser must sign.
- If the person who signed the item is not an authorized signer on the account, an account owner and/or joint owner must sign.

How to complete the Affidavit:

- **Claimant’s Name:** Enter your name or business name.
- **Account Number:** Enter your full account number on which the unauthorized action occurred.
- **Date:** Enter today’s date.
- **Type of Fraud:** Check the box that applies to the item(s) listed on the form.
- **Check No.:** Enter the number of the instrument, if any.
- **Check Date:** Enter the date the check was written.
- **Amount:** Enter the amount of the instrument.
- **Payable to (Payee):** Enter the name of the person or business name to whom the instrument was made payable.
- **Declarations:** Read the declarations listed. The Affidavit of Unauthorized Action by Claimant is a legal document. The completed form can be used in court as evidence. You may be required to testify or certify in court to the truth of all statements contained in the Affidavit of Unauthorized Action by Claimant.
- **Sign Form:** Sign your name in the space provided, indicating your business phone number and the date.

Signatures:

- All signatures must be notarized.

How to complete the Letter of Circumstance:

- **Circumstances:** Describe any circumstances that may have contributed to the unauthorized action of the instrument(s) described on the form. For example, your checks or identification may have been lost or stolen.
- **Suspect Information:** If you suspect someone of negotiating the instrument(s), you must write his or her name and address in the space provided if known.
- **Police Report:** Indicate whether a police report was filed. If so, write the name of the agency and the detective’s name and phone number, including the area code, in the space provided, and attach a copy of the police report to the Affidavit of Unauthorized Action by Claimant.
- **Account Closure:** Indicate whether the affected account was closed.

After completing the Affidavit of Unauthorized Action by Claimant, please forward the original documentation to:

NASA Federal Credit Union
Attn: Security Department
500 Prince George’s Blvd.
Upper Marlboro, MD 20774

If you have any questions regarding this matter, feel free to contact us at 301-249-1800 or toll-free 1-888-NASA-FCU (627-2328), ext. 7221.

Thank you for your membership with NASA Federal Credit Union. We appreciate your business and look forward to being of service for all of your financial needs.
Affidavit of Unauthorized Action by Claimant

1.) I am first duly sworn and under penalties of perjury state the following:

<table>
<thead>
<tr>
<th>I am: CLAIMANT'S NAME (LAST, FIRST, MI) OR BUSINESS NAME</th>
<th>ACCOUNT NUMBER</th>
<th>DATE</th>
</tr>
</thead>
</table>

☐ Endorsement Forged:
The endorsement on the reverse of the item(s) described below is a forgery, missing, or not as drawn. I did not endorse the item(s) and I did not authorize the endorsement.

☐ Signature Forged:
The signature on the face of the item(s) described below is a forgery. I did not sign the item(s) and I did not authorize the signature.

☐ Counterfeit Item(s): The item(s) are an imitation of one drawn on my account. I did not create, authorize the creation, or sign the item(s).

☐ Account Transaction Voucher: The signature on the withdrawal slip(s) or deposit slip (for cash back transactions) described below is a forgery. I did not sign the item and I did not authorize the withdrawal from my account.

☐ Alteration: The item(s) have been altered from how they were originally written (as described on the lines below). I did not authorize the alteration.

Describe the fraudulent item(s) below:

____________________________________________________

<table>
<thead>
<tr>
<th>Check #</th>
<th>Amount:</th>
<th>Check Date</th>
<th>Payable to (Payee):</th>
</tr>
</thead>
<tbody>
<tr>
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☐ Additional items described in the Attachment of the Affidavit of Unauthorized Action by Claimant.

2.) I did not receive any part of the proceeds of the item(s) listed above nor did I authorize anyone else to negotiate the item(s) on my behalf. This affidavit is made voluntarily for the purpose of establishing the fact that I did not endorse the item(s) identified above.
Affidavit of Unauthorized Action by Claimant

<table>
<thead>
<tr>
<th>CLAIMANT’S NAME (LAST, FIRST, MI) OR BUSINESS NAME</th>
<th>ACCOUNT NUMBER</th>
<th>DATE</th>
</tr>
</thead>
</table>

3.) I/We declare the following:

- I/We understand this *Affidavit of Unauthorized Action by Claimant* is subject to investigation by local, state, and/or federal law enforcement agencies. I/We understand that the account records related to this claim may be given to law enforcement as evidence for the investigation. I/We also understand that I/We may be required to comply with a court order or a subpoena to give testimony.
- I/We understand that making a false sworn statement is subject to federal and/or state statutes and may be punishable by fines and/or imprisonment. Specifically, I/we understand that under federal law (18.U.S.C.1344), it is a crime to knowingly defraud or attempt to defraud a federal credit union and may be punishable by a fine up to $1,000,000 and/or by imprisonment up to 30 years.
- I understand and agree that NASA Federal Credit Union has no obligation to reimburse for any losses resulting from this alleged *Affidavit of Unauthorized Action by Claimant* unless I/we cooperate fully in any investigation and/or prosecution of this alleged *Affidavit of Unauthorized Action by Claimant*, including, but not limited to filing a complete report with the appropriate law enforcement officials, participating in any investigation by law enforcement, and attending and participating as a witness in any legal proceeding.

4.) I suspect the following person of having performed an unauthorized action on the fraudulent item(s) described on the attached *Affidavit of Unauthorized Action by Claimant*:

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
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<tbody>
<tr>
<td>CITY</td>
<td>STATE</td>
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</tbody>
</table>

- Are you willing to prosecute?  □ Yes  □ No

5.) I declare under penalty of perjury that the foregoing is correct.

<table>
<thead>
<tr>
<th>CLAIMANT’S SIGNATURE:</th>
<th>PHONE NUMBER</th>
<th>DATE</th>
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</table>

<table>
<thead>
<tr>
<th>PRINT CLAIMANT’S NAME:</th>
<th>BUSINESS TITLE OR POSITION</th>
<th>EMAIL ADDRESS*</th>
</tr>
</thead>
</table>

*Include if we may use to contact you regarding this claim.

To be completed by a Notary Public for Claimant.

State of ______________

County of

Subscribed and sworn to (or affirmed) before me this _______ day of _________________________, 20____, by ________________________________ proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Seal

__________________________

Signature:

__________________________

Print Name:
**IF FORGED, MISSING OR “NOT ENDORED AS DRAWN” CLAIM**
the payee/endorser must sign below (in addition to the claimant)

I declare under penalty of perjury that the foregoing is correct.

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<th>PAYEE/ENDORSER SIGNATURE:</th>
<th>PHONE NUMBER</th>
<th>DATE</th>
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</table>

<table>
<thead>
<tr>
<th>PRINT PAYEE/ENDORSER’S NAME:</th>
<th>BUSINESS TITLE OR POSITION</th>
<th>EMAIL ADDRESS*</th>
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</table>

*Include if we may use to contact you regarding this claim.

To be completed by a Notary Public for Payee/Endorser. Only **forged signatures, counterfeit items and account transaction vouchers** need to be notarized.

State of ________________________

County of ________________________

Subscribed and sworn to (or affirmed) before me this ________ day of ________________________, 20____, by ________________________________ proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Seal

Signature:

Print Name:
Letter of Circumstance

Describe in detail the circumstances of the fraudulent activity and how you became aware of it. If known, please provide date(s) for the unauthorized action(s), circumstances involving the fraudulent activity (burglary, theft, etc.), locations and any other information you feel is important to support your claim. If more space is required, you can attach additional sheets of paper.

Did you file a police report?  ☐ Yes (Please include a copy)  ☐ No (We may ask you to file one)

NAME OF LAW ENFORCEMENT AGENCY

CASE NUMBER

DETECTIVE’S NAME

PHONE NUMBER

Did you close the affected account?  ☐ Yes  ☐ No

Since it is possible your checks have been copied, or other fraudulent items bearing your account name and number may appear in the future, we strongly recommend you close the affected account if you have not already done so. If you choose not to close your account, you may suffer subsequent losses on the account due to forgery or other fraud.

I declare under penalty of perjury that the foregoing is correct. Sign and date this letter and mail it with the Affidavit of Unauthorized Action by Claimant.

SIGNATURE        DATE