

## Completing the Fraud Alert Verification Form

1. Review the Alert section of the credit report. If any fraud alerts are listed, you will need to complete the Fraud Alert Verification form.

### Completing Section A: Borrower and Alert Information

- **Borrower Name:** enter borrower's first and last name
  - **Loan Number:** enter complete loan number
  - **Forms of ID:** check appropriate boxes for two types of ID, one must be a photo ID
  - **Verified identification with the issuing authority?:** check yes or no. If no, Loan Set Up will escalate to Ops Manager or Underwriting manager for 2<sup>nd</sup> signature.
2. Call borrower to confirm identify. Ask the borrower questions that only he/she would know. Example questions, such as:
    - How many dependents did you claim on your most recent tax return? (if you have it)
    - Who was the loan officer who took your loan application?
    - What creditor holds your car loan?
    - What is your monthly mortgage/rent payment?

### Completing Section B: Verification

- **Date borrower called:** enter date of your call
  - **Verified By:** enter your name
  - **Phone Number on Fraud Alert:** obtain from credit report. If a phone number is not provided on the credit report, enter "none provided"
  - **Phone Number on 1003:** obtain from Marti
  - **Does phone number on alert match 1003?:** check yes or no. If no, escalate file to Ops Manager or Underwriting Manager for 2<sup>nd</sup> signature.
  - **Reverse look up for 1003 registered to borrower?:** check yes or no. If no, Loan Set Up will escalate to Ops Manager or Underwriting manager for 2<sup>nd</sup> signature.
  - **Customer verifies credit application?:** check yes or no. If no, Loan Set Up will escalate to Ops Manager or Underwriting manager for 2<sup>nd</sup> signature.
3. Upload form to Marti and place in the Credit tab.



## Fraud Alert Verification Form

### A. Borrower and Alert Information

Borrower Name: \_\_\_\_\_ Loan Number: \_\_\_\_\_

#### Forms of Identification

Driver's License	_____	Medicare/Medicaid Card	_____
Social Security Card	_____	_____	_____
Passport	_____	_____	_____

Note: Must have a minimum of two forms of identification. One must be a photo ID.

Verified identification with the issuing authority?: \_\_\_\_\_ Yes \_\_\_\_\_ No

Note: If unable to verify authenticity of ID, Loan Set Up will escalate to Ops Manager or Underwriting manager for 2nd signature.

### B. Verification

Date borrower called: \_\_\_\_\_ Verified By: \_\_\_\_\_  
 Phone number on fraud alert: \_\_\_\_\_ Job Title: \_\_\_\_\_ Phone Number on 1003: \_\_\_\_\_  
 \_\_\_\_\_

Does phone number on alert match 1003?	_____ Yes	_____ No
Reverse look up for 1003 registered to borrower?	_____ Yes	_____ No
Borrower verifies credit application?	_____ Yes	_____ No

Note: If any of the questions above are answered no, Loan Set Up will escalate to Ops Manager or Underwriting Manager for 2nd signature.

Comments:

\_\_\_\_\_  
\_\_\_\_\_

### 2<sup>nd</sup> Level Signature (if required)

_____	_____
Ops Manager or Underwriting Manager	Date