

West Virginia Executive Branch Privacy Tip

Periodically, the Privacy Office may issue tips for the purpose of assisting you in making informed decisions in your “away from work” life. The following tip is for that purpose.

Tax Time Identity Safety Tips

1. Keep your tax records together

Keep all of your tax forms, files and scratch paper together in a folder or binder. Keep the folder in a safe place at all times.

2. Don't throw away-shred!

But, make sure you know what to shred and what to keep. The IRS publication 552 on recordkeeping for individuals is available online:

<http://www.irs.gov/pub/irs-pdf/p552.pdf>

3. Keep copies of all forms you send to the IRS.

4. If you are mailing forms, mail from the post office.

You should not leave sensitive documents or outgoing checks in your mailbox – they could be stolen.

5. If you are expecting a refund or important documents via the postal service, pick up your mail as soon as you have the chance.

Also, if you plan to be out of town, arrange for the post office to hold your mail or have a trusted neighbor or friend pick it up.

6. Check and recheck your routing numbers for direct deposit refunds or payments.

Note: Your agency/bureau/department/division may have specific requirements – always check your policies and procedures. If you have questions, contact your Privacy Official.