



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 – Part Two

1. Make sure your spy ware and anti-virus software are up to date before E-filing your return.
 - Ⓢ The main pieces of personal identification needed by an identity thief are on your return- name, address, social security number, date of birth...and, in some cases, your children’s social security numbers and dates of birth.
2. Watch out for “phishing” scams!
 - Ⓢ Fraudulent e-mails might look like they’re coming from the IRS or a financial institution. The IRS does not initiate contact with taxpayers by e-mail to request personal or financial information, according to their website: www.irs.gov. You can report suspicious online or emailed phishing scams to: phishing@irs.gov.
3. NEVER use an open wireless network such as in an airport, coffee shop, or anywhere else that offers “free wi-fi” for personal business, as the security of the connection cannot be guaranteed.
4. If you are using a tablet or smartphone to file, take precautions that you don’t leave the device behind.
 - Ⓢ Also, use a service provider that allows you to wipe all data from the device if you lose it.
5. Always choose passwords that are difficult for scammers to crack for your tax site or your app.

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