

DETAILS FOR REPORTING A SUSPECTED FRAUD

When reporting a suspected fraud, the following information would be helpful in assisting us to carry out a thorough investigation. Please provide as much information as possible.

1. Claimants full name and address.

2. Description, noting the following:

A	- Age	e.g. 25-30
B	- Build	Small, medium, large, fat, thin
C	- Colour	Colouring - complexion - eye colour
D	- Description	Clothing, smart, scruffy, tattoos, facial hair
E	- Elevation	Height, e.g. 6' to 6' 2"
F	- Face	Shape, colour, eye brows, nose, teeth
G	- Gait	How they walk, limp, upright
H	- Hair	Colour, length, cleanliness

3. Mode of transport, e.g. car or bus or collected by works vehicle (if bus, number & where caught, if works vehicle, is there a logo etc?).

4. Details of vehicles, to include: Make, model, colour, registration number and location of vehicle (e.g. on the drive, rear of property).

5. Time of arriving and / or departing property.

6. The nature of the allegation e.g. working and claiming or cohabiting etc. (if working, details of employer, if cohabiting, details of partner).

7. Tell us how you came about the information and what evidence you may have.

8. Let us know whether you have reported this information to any other organisation eg. to the Benefits Agency? If not, you do not have to as we will liaise with them.

9. It would be helpful if we could have your contact details to enable us to call you back, but this is not obligatory.