**Instructions for Completion of IRS Form 14039, *Identity Theft Affidavit*,**

**for Possible Victims of OPM Breach**

### We advise those who have their personal information in the Office of Personnel Management (OPM) database to file [IRS Form 14039, Identity Theft Affidavit](http://www.irs.gov/pub/irs-pdf/f14039.pdf), in order to secure an IP PIN for use in filing with subsequent income tax returns. Follow these instructions to complete the form.

###  Leave the two optional boxes blank at the top of Form 14039.

### In Section A, Reason for Filing, check box 2 (experienced an event that may affect future filing)

### In the blank lines in Section A, indicate that your personal information was exposed during the OPM cybersecurity incident in June of 2015. If you were directly notified by OPM as a potential victim, add that information.

### Complete the taxpayer’s personal information and current mailing address in Section B. Indicate the last year you filed a tax return, and the address on it (if different from the current address).

### Add your telephone number in Section C.

### Submit a photocopy of an identification document in Section D (passport, driver’s license, Social Security card, or other federal identification such as a military ID card).

### Leave Section E blank if you are self-preparing the form.

### Sign and date the form in Section F, submitted under penalty of perjury.

### Mail or fax your form and the attached copy of your ID to the Internal Revenue Services, PO Box 9039, Andover, MA, 01810-9039 or fax it to 855-807-5720.

### Retain a copy of Form 14039 for your records.

The IRS will issue a new IP PIN for three consecutive tax years. Each IP PIN issued by the IRS must be furnished to your tax return preparer in facilitate secure filing of your Form 1040. If both spouses have secured an IP PIN, the tax return should disclose the IP PIN of the primary spouse (the first name and SSN listed in the joint return).