

IN THE EVENT OF EMBEZZLEMENT, THE FOLLOWING PROOF OF LOSS INFORMATION ITEMS ARE TYPICALLY REQUIRED BY AN INSURER

1. Description of the item of loss (how much was the loss) including the date of loss, the manner in which the loss occurred, and the amount claimed. NOTE: if the amount of loss has yet to be determined/finalized, so state.
 2. Name, address and telephone number of the person who discovered the loss
 3. Date of discovery
 4. Name, social security number, most current address and last known telephone number of the person suspected of the loss
 5. Documentation from suspected person's personnel records needed:
 - employment and any bond applications
 - W4 and W2 forms
 - resumes
 - date of hire
 - date of termination/reason for termination
 - explanation of the duties and responsibilities of the person in relation to the normal operational procedures of the synod or congregation, and how the person deviated from these procedures
 6. Copy of the police report along with any warrants, statements, etc as well as the results of any police investigation and court proceedings
 7. Copy of confession as available
 8. Current year bank statements, monthly financial reports and a copy of the synod's or congregation's bank paperwork showing the authorized signer(s) at the time of loss and the bank's policy regarding check cashing
 9. Any pertinent credit card statements detailing suspicious transactions
 10. Explanation as to how such acts directly resulted in a loss to the synod or congregation and how each act was dishonest or fraudulent
 11. Any action regarding restitution? Amount repaid? When?
 12. Full contact information for synod's or congregation's auditor
-