

PARISH FINANCIAL SERVICES NEWSLETTER

TAX IDENTITY FRAUD: **BE ON THE ALERT**

It has recently come to our attention that some current and former Archdiocesan employees and volunteers are victims of a national tax refund fraud.

Victims' social security numbers have been used in fraudulent tax returns for the calendar year 2013. Please be assured that we are taking appropriate steps to determine whether or not there has been a breach of systems within the Archdiocese which may include Parishes and Schools, the systems of our vendors, or if there is a problem with some other source. We have hired the forensic security firm Stroz Friedberg to assist us in analyzing the situation. We are also working with the FBI and IRS to address the issue. We will update this site as more information becomes available.

Visit www.seattlearchdiocese.org for the latest update. See pages 6-7 for additional steps to take.

Phone Scams Alert!

IRS phone scams are on the rise, and they can take on a variety of forms. They can threaten the taxpayer with arrest, loss of a driver's license or in some cases deportation. Others scammers call fishing for personal information like Social Security numbers by telling the taxpayer they are owed a big refund—all one would need to do is verify certain personal details. In many cases this is followed up with a call from someone

claiming to be with the local police department or DMV.

The IRS says if you receive one of these phone calls **DO NOT** verify your information. *Hang up* and call the IRS at 800-829-1040. And if you know for certain that you don't owe money; call to report the incident at 800-366-4484.

If you find that your tax return is compromised, please notify the Archdiocese of Seattle at taxinformation@seattlearch.org. Please include your full name, parish or school with which you are associated, and please indicate your status as an employee, volunteer or both.

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TAX IDENTITY FRAUD: INFORMATIONAL REGIONAL GATHERINGS

The IRS has volunteered to be present to six regional gatherings throughout the Archdiocese over the next couple of weeks. The sessions will begin with a brief introduction of how we learned about the tax return fraud and how we are responding. The meeting will be led by Kenneth Hines, IRS Special Agent in Charge, Seattle Field Office. There will be time for Q&A and an opportunity for attendees to make a formal written statement on a form provided in advance.

The meetings will take place at the following locations:

Tuesday, March 25th

- O'Dea High School, Seattle (7-8:30pm)
- St. Louise, Bellevue (6:30 – 8:00pm)

Friday, March 28th

- St. Rose, Longview (7:00-8:30pm)

Monday, March 31st

- St. Michael's, Olympia (7:00-8:30pm)

Thursday, April 3rd

- Holy Rosary, Edmonds (7-8:30pm)

Monday, April 7th

- St. Charles, Burlington (7:00-8:30pm)

Please make an announcement at Masses this weekend and direct interested parishioners to our website www.seattlearchdiocese.org . Thank you.

SAFE ENVIRONMENT

CHILD ABUSE PREVENTION MONTH—APRIL

Nationally, April is Child Abuse Prevention Month. Please look at your calendars to see what you can do in your community to highlight the importance of child abuse prevention. Resource packets will be available on SETA Net under "Forms/Articles".

SPRING VERIFICATION

Spring is here and it is time to begin the annual verification process to ensure your community has met all Safe Environment requirements for the 2013-2014 year.

Each parish and school must submit an original signed Verification of Safe Environment Compliance by May 31, 2014. While there may be many staff people ensuring compliance, **the form MUST be signed by the pastor, assigned pastoral leader or principal** in order to be accepted. (PAAs or SEP Coordinators may complete the form but it can only be signed by the assigned pastoral leader.) Verification packets will be sent out to the SEP Coordinators and available in SETA Net under Forms/Articles soon.

2014 PAA Gathering April 2 & 3rd 2014

Have you registered for the PAA Gathering yet? Please join us on April 2 & 3th at the Archbishop Brunett Retreat and Faith Formation Center at the Palisades. Register **online only** by March 27, 2014:
<http://events.constantcontact.com/register/event?llr=6a7puneab&oeidk=a07e8w41x0x0165d7a9>

- Role of the PAA, Breakout sessions (We recognize the many duties and headaches of the PAA role, so please choose a topic on the Registration page you would like to discuss and learn more about!)
 - * PAA as Facilities Coordinator
 - * Parish IT
 - * PAA as HR Administrator

(For those that have already registered, there have been changes to the breakout sessions available. Due to the registration numbers, you can make your new selections when you arrive)

We have reached our max capacity for overnight stay. But you may still join us at the commuter rate!



Notice For 14/15 Budget Planning

The PRF Commission plans to reduce the interest rate on savings accounts to 4.00% from the current 4.25% effective July 1. This is due to the continued slowing in construction projects and the extremely low returns on outside investments. Please consider this when you are preparing your 14/15 Operating Budget.



Thank You to EVERYONE who attended a 2014 Annual Catholic Appeal Leadership Session!

The ACA team appreciates the positive comments regarding the information presented this year. Please call on us if you have any questions - we are here if you need us! 206-382-4274 or 206-382-4353.

The ACA office will send out a weekly email alert each Monday of the week (starting in April) to all key leadership working on the Annual Catholic Appeal. These alerts will highlight the tasks for that current week. In the meantime, we have already posted many items for your use under the Parish Resources on our website – www.seattlearchdiocese.org/aca

Annual Catholic Appeal 2014 Campaign Dates

Appeal Kick-Off Weekend - April 26/27, 2014

Witness Presentation/Ask Weekend1
– May 3/4 2014

Witness Presentation/Ask Weekend2
– May 10/11 2014

Follow-up/Ask Weekend1 - May 17/18, 2014

Follow-up/Ask Weekend2 - May 24/25, 2014

Real Property tax statements that are mailed from the counties to the Archdiocese have now been mailed to respective parishes, schools and entities. Please check and make sure that you have all the tax statements you were expecting. First-half payments are due by April 30. ***Please call us if you have a tax statement that does not belong to you.***
1-800-809-4923 or 206-382-4851.



PARISH STEWARDSHIP

'Strengthened Church' Yearly Workshops **REGISTER NOW!**



The 'Strengthened Church' is the key tool for Catholic Stewardship in the Archdiocese of Seattle. **Don't miss this once-a-year opportunity to renew and reenergize your staff and lay leaders.** Bring a friend! Spread the excitement and watch active engagement grow in your parish

'Strengthened Church Introductory Summit'

*This lively, comprehensive overview is designed for anyone new to the Strengthened Church. **NEW THIS YEAR:** This beginners' workshop is now being offered in three different locations!*

May 28th at Lacey, WA ~ May 29th at Everett, WA ~ May 30th at Seattle, WA

'Strengths Foundations: Understanding and Exploring Strengths'

This workshop provides essential background information and experience with the Clifton StrengthsFinder® tool. Explore the natural, innate talent themes, or 'strengths,' and the applied use of 'Signature Themes of Talent' - an individual's top 5 of their 34 talent themes - in parish ministry as well as in everyday life.

May 28th - Palisades Retreat Center, Federal Way, WA

'Leading and Sustaining a Strengths Initiative in Your Parish'

This session will focus on the steps of implementing and sustaining a strengths initiative in your parish, including finding and forming leaders for a strength initiative, planning how to bring the initiative to the parish, introducing the concept of strengths to parishioners and helping them to best use those strengths.

May 29th - Palisades Retreat Center, Federal Way, WA

Registration Form is available on the [Strengthened Church webpage](#). Please print, complete and mail in with your payment today!

Questions? Contact Scott Bader at 206.903.4619 or 1.866.381.2033 or
ParishStewardship@Seattlearch.org



**RETREAT CENTER AT
THE PALISADES**

Did you know?

- 1) All church employees receive a 10% discount on retreats.
- 2) You can receive 10 hours of Catechist Certification Program (CCP) credit by attending a retreat.
- 3) Exempt level employees are eligible for 2 paid retreat days per year, with the approval of your supervisor. (HR 121, HR 123)

Upcoming Retreats: (Click each retreat for more information)

April 23-25:

"What if Your Vocation is Love?" St. Therese of Lisieux Retreat

Led by: Fr. Jack Welch, O.Carm.

May 16, 17, 18:

Sacred Story Whole-Life Confession Mini-Retreats

Led by: Fr. Bill Watson, S.J.

May 30-June 1:

The Church of Today Retreat

Led by: Dr. Massimo Faggioli and Helen Oesterle, M.Div.

June 13-15

With Burning Hearts: The Mind and Heart of Pope Francis

Led by: Fr. Thomas Rosica, O.S.B.

4700 SW Dash Point Road, Federal Way, WA 98023
(206) 748-7991 • palisades@seattlearch.com • seattlearch.org/palisades

Ed Williams: Director of PFS
(206) 382-4585
edw@seattlearch.org

Sarah Diama: Assistant Director of PFS
(206) 382-4573
sarah.diama@seattlearch.org

Loretta Griffin: Savings & Loan Manager
(206) 382-4501
lorrettag@seattlearch.org

Justin Schrier: Savings & Loan Accountant
(206) 382-4845
Justin.schrier@seattlearch.org

ARCHDIOCESE OF SEATTLE

PARISH FINANCIAL SERVICES

710 9th Ave
Seattle, WA 98104

Phone: (800) 422-5417
Fax: (206) 382-4279
parishfinancialsvcs@seattlearch.org

Emily Lee: Office Coordinator/Database Specialist
(206) 382-7316
emily.lee@seattlearch.org

CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT WORKING ON THE MARGINS

Two things you can do right now to prepare for changes coming in 2015

Beginning in September 2015, the **Catholic Campaign for Human Development (CCHD) Collection*** will become a stand-alone collection. What does this mean for your parish?

1. **MARK YOUR CALENDAR**—The CCHD Collection will be held **September 13, 2015**.
2. **ORDER ENVELOPES**—If your parish orders envelopes with Our Sunday Visitor, or another envelope company, be sure that in 2015 the order is for the CCHD Collection, and not the Build Hope Collection.

About CCHD: CCHD was founded to end the cycle of poverty in the United States by funding organizations that help people help themselves. With the tradition of improving education, housing situations, and economic development, CCHD continues to make a positive impact in communities nationwide. Locally, CCHD also supports faith formation efforts such as the JustFaith and GoodNews People programs. Contributions from your parish will defend human dignity and help those living on the margins of our society.

Speaking of CCHD, the **local CCHD grant process** is now open! CCHD brings Catholic social teaching to life. Grants in this archdiocese fund community and economic development programs that help poor and marginalized people join together to make decisions, seek solutions to local problems, and find ways to improve their lives and our neighborhoods. Please encourage eligible organizations in your community to apply! Complete local CCHD grant information and a list of current local grantees at www.seattlearchdiocese.org/missions.

Questions? We are always happy to hear from you! Feel free to contact your Missions Office at (206) 382-4580, toll free at (800) 869-7028, or email missionsoffice@seattlearch.org.

*Currently combined with the Catholic Communications Campaign in the Build Hope Collection. Complete details about the separation of this combined collection will be made available in the near future. For a complete list of 2015 collections go to <http://www.seattlearchdiocese.org/Stewardship/Documents/CollectionsCalendar5.pdf>

**MISSIONS
OFFICE**

Missions Office of the Archdiocese of Seattle
710 9th Ave • Seattle, WA 98104 • 206-382-4580
www.seattlearchdiocese.org/missions

Tax Identity Fraud

Steps You Can Take

March 24, 2014

Visit www.seattlearchdiocese.org for the latest update

All current and former employees and volunteers of the Archdiocese of Seattle should take the following steps as soon as possible:

1. Call the IRS Identity Protection Specialized Unit at 1(800)908-4490 extension 245.
 - a. The IRS representative will walk you through steps to determine if your tax identity has been compromised. Note: For joint filers, both spouses should speak to an IRS Identity Protection Specialized Unit representative.
 - b. If your identity has not been compromised, consider having the IRS place a note on your file in their records. In addition, it is possible to file Form 14039 ‘*Identity Theft Affidavit*’ (link available on this website) to alert the IRS to the risk that an event has occurred that may affect your future income tax filings. The IRS representative can explain this process to you.
 - i. You should also contact Equifax, a credit bureau, at [https://www.alerts.equifax.com/AutoFraud Online/jsp/fraudAlert.jsp](https://www.alerts.equifax.com/AutoFraudOnline/jsp/fraudAlert.jsp) and check the box for a 90 Day Fraud Alert to be placed on your credit report. They will notify the other credit bureaus.
 - c. If your identity has been compromised, follow the instruction given by the representative. Steps to be taken will vary depending on each individual filer’s circumstances, but may include:
 - i. Complete and file IRS Form 14039 ‘*Identity Theft Affidavit*’. Note: a copy of your identification will need to be filed with this form.
 - ii. Contact Equifax to report the fraud at 1(800)525-6285. They will notify the other major credit reporting agencies.
 - iii. Submit a report of the theft to the Federal Trade Commission (FTC). This can be done online at www.consumer.ftc.gov/articles/0277-create-identity-theft-report.
 1. Click on “*How to Create an Identity Theft Report*” and follow the directions listed. The FTC will assign a case number.
 - iv. File a police report with your local police department. Call the department for instructions on how to complete this. In Seattle, this step can be done by phone.
 1. The police department will assign a case number or reference number.
 - v. Call the FTC to report the number assigned to the case by the local police department. You will need the FTC case number to complete this step.
 - vi. Contact the Social Security Administration at www.socialsecurity.gov/fraudreport/oig/public_fraud_reporting/form.htm.
 - d. If you find you have been compromised, please call a Supervisory Special Agent in the Criminal Investigation Unit of the IRS at 206-464-4920.
2. Further information from the IRS can be found at www.irs.gov/uac/Newsroom/Tips-for-Taxpayers,-Victims-about-Identity-Theft-and-Tax>Returns-2014.

If you find that your tax return is compromised, please notify the Archdiocese of Seattle at taxinformation@seattlearch.org. Please include your full name, parish or school with which you are associated, and please indicate your status as an employee, volunteer or both.