



# Red Flags Rule Compliance Questionnaire

## Purpose

As required by the Red Flags Rule ([16 CFR 681](#)), the University is responsible for developing and maintaining an Identity Theft Prevention Program (“Program”) designed to prevent, detect, and respond to instances of identity theft for *covered accounts* as defined below. This questionnaire is designed to provide information to the Program Administrator or designee(s) on whether colleges/administrative units are subject to the Red Flags Rule based on their activities. Please submit the completed questionnaire to the Compliance Office for Finance & Administration.

## Definition & Examples

*Covered accounts* are accounts offered or maintained by UCA or third-party service providers primarily for personal, family, or household purposes that allow multiple payments or transactions or any other account for which there is a reasonably foreseeable risk (operational, compliance, legal, etc.) to customers or UCA from identity theft.

Examples include student loans, student accounts, payment plans, Bear Cards, and Pay Cards. Please note your area may be subject to the Red Flags Rule if you perform an activity related to a covered account; the rule is not limited to the primary office.

College/Administrative Unit Name \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

No.	Description	Yes	No
1.	Does your college/administrative unit offer, maintain, or service a covered account(s) as defined above?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does your college/administrative unit issue credit or debit cards? <i>This includes stored value cards (e.g., Bear Cards) since they are considered covered accounts. Gift cards are not included.</i>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered “Yes” to:

- #1 Your college/administrative unit is required to design and implement and/or document processes intended to detect, prevent, and respond to known or suspected instances of identity theft as it relates to covered accounts. Please complete the **Red Flags Rule Department Template** to document your unit’s processes.
- #2 Your college/administrative unit is required to create and enact procedures to determine the validity of a change of address if receiving a change of address and, within 30 days afterward, your unit receives a request for an additional or replacement card on the account.

Thank you for this valuable information. Please contact the Compliance Office for Finance & Administration for assistance in completing this questionnaire.