

CHESTERFIELD COUNTY

Fraud, Waste & Abuse Reporting Form

Fax Alert

Sending personal information by fax is not a secure means of transmission. It is recommended you return your complaint by regular mail.

Chesterfield County
Internal Audit
PO Box 40
Chesterfield, VA 23832

Office: (804) 748-1240
Hotline: (804) 318-8000
Fax: (804) 768-9346

Complete this form if you wish to submit a complaint by fax or mail to the Fraud, Waste & Abuse Hotline Program. It is important that you provide detailed information regarding the nature of the allegations. Anyone submitting an anonymous allegation is asked to call the confidential/anonymous hotline (804) 318-8000 within 2 weeks of the initial report so investigators have the opportunity to clarify or obtain additional information if needed. Without sufficient information, an investigation may not be possible.

Date of Incident:

Time of Incident:

Location of Incident:

Details of the incident(s):

(who, what, where, how, how often, etc.)

Suspected Person(s) Involved: (names, department, division and contact numbers, if known)

Names and Contact Info for Others Involved or Having Knowledge of Incident:
(vendors, county or school employees, etc)

Please describe any evidence you have, such as: documents, photographs, correspondence, or anything else to help support your allegation. Also include relevant ID numbers such as vehicle tag#, car make/model, and equipment#.

How did you become aware of the incident? (witnessed first hand, work where acts occurred, told by others with first-hand knowledge, etc.)

How did you become aware of the hotline?

If you wish to remain anonymous, you may skip this section; however, we encourage you to share this information in case we need to contact you for further information. (Please call the hotline (804) 318-8000 if you choose not to identify yourself to enable us to gather more facts.) Information provided will be treated as confidential and privileged to the extent permitted by applicable law.

Your Name:

Your Phone Number:

Your Email Address:

Dept/Div/Title: