

## ATM Safety



### Precautions:

- Treat your card like cash. Keep it in a safe place.
- Make sure you have memorized your personal identification number (PIN). Never write it down on your ATM card or keep it with the card.
- Try to use machines you are familiar with.
- If you must use an ATM after dark, make sure it is well lighted.
- Be aware of your surroundings. Look around before conducting a transaction. If you see anyone or anything suspicious, cancel your transaction and go to another ATM.
- Block the view of others when using an ATM or point of sale terminal.
- Do not count or visually display any money you receive from an ATM.
- When using a drive up ATM, be sure all passenger windows are rolled up and doors are locked. Keep the engine running and continue to be aware of your surroundings.
- Look closely at ATMs to detect any suspicious alterations (attachment of fraudulent devices) before using them.

### Other recommendations for ATM/debit card security:

- Report a lost or stolen card to your financial institution immediately.
- Retain all of your receipts, record your transaction in your check register, and carefully review your account statements.
- Frequently visit your online banking website to look for unauthorized transactions.
- Properly dispose of your receipts when you no longer need them.
- Keep your personal identification number (PIN) a secret. Do not give it to ANYONE.
- Never disclose your PIN over the phone to anyone – not even your financial institution.
- Never allow the cashier or any other person to enter your PIN for you, even if they are assisting you with the transaction.
- Never disclose information about your card in response to an unsolicited email or request.