

PROTECT YOUR BUSINESS FROM FRAUD

CHECK FRAUD PREVENTION TIPS



- Protect your mail and don't leave your mail in your mailbox.
- Pay vendors, employees, and suppliers electronically via ACH.
- Allow regular expenses such as utilities to be debited from your operating account.
- Use the biller or vendor's online portal to pay.
- Write checks with a gel pen, which may help prevent the check from being washed or altered.
- Avoid mailing checks from any central receptacle such as a blue box. Deliver them to the post office or hand them to the postal carrier.
- Monitor your account balances daily.
- View cleared checks to confirm that the amount, payee, and endorsement are correct.

BE AWARE OF AND AVOID THESE PAYMENT SCAMS



- Be suspicious of any urgent or intimidating demand for your sensitive account information.
- Verify any instructions to change regular payment protocols with your vendor.
- Question rush payment orders by verifying the information with the vendor.
- Be suspicious of any request to be paid using a wire service, cryptocurrency, or gift cards.
- Verify that services were received for every invoice received - even invoices for small amounts.

ADDITIONAL FRAUD PREVENTION TIPS



- Know that government agencies, utility companies, and financial institutions will never contact you and ask for your account information – especially your login information. Never provide sensitive account information over an unsolicited telephone call or email.
- Purchase supplies or business items from reputable vendors and websites.
- Sign up for electronic statements for all of your business account.
- Protect your computer system by installing spam filters, anti-virus and anti-spyware software.
- Keep computer system up to date and use an expert to prevent infiltration of email and other information.
- Protect any financial information by storing it in a locked area or shredding.

If you suspect that you may have been scammed, contact us immediately. As always, we welcome you to call or visit our branches during business hours with any questions or concerns you may have.

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