

Tips for ATM and Card Safety

## **Safeguard** Your Card

Practical ATM & Card  
Safety Tips that Help Protect You



**TransFund**<sup>®</sup>  
Making Money Move.

## Tips for ATM and Card Safety

### Cards

1. **Get personal.** Sign your card as soon as you receive it.
2. **Trust your memory.** Don't write your Personal Identification Number (PIN) on your card. Memorize your PIN, or if necessary, store the number in a safe place, separate from your wallet or wherever you keep your card. If you select your PIN, select one that's easy for you to remember but difficult for someone else to guess. Don't use your birthday, phone number or social security number as your PIN.
3. **Keep it secret.** Never give your PIN or card number to another person, especially to a stranger over the telephone or internet.
4. **Be prepared.** Make and store a record of your card numbers along with telephone numbers for reporting lost or stolen cards.
5. **If you lose it, report it.** Call your financial institution immediately if your card is lost or stolen. Your timely response can help protect your account.
6. **Save the receipt.** Save your sales receipts and review them against your account statement, making sure the information is correct. If you see a purchase you don't recognize, contact your financial institution immediately.
7. **Destroy old receipts.** Tear up and discard any sales slip copies you don't need. Strangers can use your account numbers to make unauthorized purchases or counterfeit your card.
8. **Too good to be true?** Never give your card number to anyone or any organization to receive a "free" gift.

### ATM

1. **Observe your surroundings.** If the ATM is obstructed from view or poorly lit, go to another machine.
2. **Take along a friend,** if you can, especially at night.
3. **Be prepared.** Have your card in hand when you approach the ATM.
4. **Look for suspicious activity.** If you feel uneasy, cancel your transaction and leave the area immediately.
5. **Don't display your cash.** Put it away immediately and always take your receipt.
6. **If you drive up to an ATM,** be sure to keep your doors locked and engine running while conducting your transaction.
7. **If you are followed** after using an ATM, go to a crowded, well-lit area and call the police.
8. **Look** for possible fraudulent devices attached to the ATM. If something is suspicious, report the potential problem to the financial institution that owns the machine.