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## TIPS FOR ATM SAFETY

Because ATMs are so versatile - you can get cash, make deposits, do transfers, check account balances and more - it's good to keep security in mind when using them. Please remember that your personal safety at the ATM depends on the safety steps you follow.

### **MEMORIZE YOUR PIN - IT'S A SECRET**

Your Personal Identification Number (PIN) is your assurance that no one else can use your ATM card. Keep it a secret. Never write it down or reveal it to **anyone** in person or over the phone.

### **PROTECT YOUR ATM CARD**

Your ATM card is valuable, so make a habit of keeping it in a secure place. It's a great idea to keep it in a card sleeve that protects the magnetic stripe from unnecessary wear.



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### **BE PREPARED**

Have your card, and any other transaction material you need, ready and in hand as you approach the ATM.

### **STAY IN CLEAR VIEW**

While making your transaction, keep in view of other people. When possible take a friend along - especially at night. If the ATM is obstructed from view or is not well lighted, go to another ATM.

### **AVOID SUSPICIOUS SITUATIONS**

Never enter your PIN in any terminal that does not look genuine, has been modified, has a suspicious device attached, or is operating in a suspicious manner. If you see something that looks suspicious, cancel your transaction, put your card away and leave. Report unusual occurrences to your financial institution as soon as possible.

### **STAND CLOSE TO THE ATM**

When entering your PIN or transaction amount, stand between the ATM and anyone waiting to use the terminal.

### **STAY CLOSE TO YOUR CASH**

Avoid displaying cash you get from the ATM. Put the withdrawn cash and receipts away before leaving the ATM. Wait to count your money in the safety of your car, home or office.

### **SAVE YOUR ATM RECEIPT**

It's not a good idea to allow your receipts to get in the hands of others since ATM receipts may contain private account information. Keep your receipts to compare against your monthly statement.

### **REPORT A LOST ATM CARD IMMEDIATELY!**

If you lose your ATM card or it is stolen, report it immediately to your financial institution.

### **SAFETY FROM YOUR CAR**

Be just as cautious at drive-up ATMs. Stay in your car, keep your doors locked and windows up prior to and after your transaction. Keep your car running while conducting your transaction.

