

## ATM SAFETY

Automated Teller Machines (ATM) are convenient for the public to access their bank accounts and withdraw cash from 24/7. Because many machines are located in outside locations and transactions are made all hours of the day and night, there are risks in using them.

### Make Your ATM Transaction Safer

- Only use ATM machines installed in well-lit and open locations.
- Be aware of your surroundings at all times and avoid use of the ATM if people nearby act in a suspicious manner.
- Memorize your ATM PIN number. Never write it down on a piece of paper and never carry it around with you.
- When conducting an ATM transaction, always shield the key pad while entering numbers.
- If using a drive-up ATM, lock your vehicle doors and keep all but the driver's window closed.
- Keep ATM receipts for your records. Don't throw them away at the ATM. Dispose of receipts with a paper shredder.
- Frequently review your bank statement to check for discrepancies. Report problems to your bank. If a crime has occurred, file a report with local law enforcement.

