

ATM Use Best Safety Practices



- 1) Be Aware of your surroundings and listen to your gut. If the ATM is poorly lit or in a concealed location, or if you're just not feeling comfortable, use another machine. Avoid counting cash or rummaging through personal items while standing at the ATM.
- 2) Guard your PIN. Memorize it and NEVER write it down. Cover the keypad when you enter your PIN, and if you notice suspicious activity, cancel the transaction. Take your receipt with you.
- 3) When using a drive-through ATM, lock all car doors and roll up other windows. If you walk up to the ATM, don't leave your car running or unlocked and never leave ATM or other cards in the car's glove compartment.
- 4) When using an indoor ATM that requires the card for access, avoid letting unknown people in with you.
- 5) Report Lost or Stolen cards **immediately**, and sign new or replacement card(s) as soon as it's received.