



Trusted Associates, LLP
Your Automated Teller Machine Provider

Automated Teller Machine Safety Tips

Common sense is your best guide when using ATMs. Trust your instincts, be aware of your surroundings and use ATMs only where you feel **safe** and **comfortable**.

If you are concerned about your safety at a particular ATM, notify the institution that owns the machine (a telephone number of the institution should be posted). There may be steps the institution can take to make the site more secure.

Each time you use an ATM, keep the following **safety** tips in mind.

Protecting Your ATM Card and Account Information

- Always protect your ATM card and keep it in a safe place, just as cash, credit cards or checks.
- Do not leave your ATM card exposed around the house or on your desk at work. No one should have access to the card but you.
- Keep your Personal Identification Number (PIN) a secret. Never write it down, especially on your ATM card.
- Never release information about your ATM card or PIN over the telephone.
- If your card is lost or stolen, or you notice any unauthorized transactions on your monthly statement notify your financial institution immediately.
- If you suspect someone looking over your shoulder, cancel the transaction and leave immediately.
- Don't leave your ATM receipts at the ATM or dispose of them in the trash receptacle near an ATM. Keep your ATM transaction receipts until you've verified the transaction against your monthly statement.

Safety Tips When Using an ATM

- Avoid withdrawing large amounts of cash. Only withdraw what you need.
- Try to use ATMs located in stores or safe business establishments rather than outdoor terminals.
- According to most state law, panhandling within 10 feet of any ATM is illegal. If you witness this, please contact the local authorities.
- Be aware of your surroundings, particularly at night. If you observe or sense suspicious persons or activity, do not use the machine at that time.
- Have your ATM card ready in hand before you approach the ATM. Don't wait until you're at the ATM to retrieve your card.
- Use your body as a "shield" to protect the privacy of your PIN.
- Do not count or visually display money received from the ATM.
- Immediately secure money received from the ATM into your pocket or purse and count it later.
- Be sure the engine remains running, passenger windows are rolled up and all doors are locked when using a drive-up ATM.
- Always secure your vehicle when leaving your vehicle to use the ATM.
- Park in a well-lit area, close to the ATM.
- If possible, take another person with you.
- Don't use the ATM if the lights at and around the ATM are not working.
- Don't use an ATM where a potential thief may be hiding in shrubbery or trees.
- Use ATMs in well-lit, high traffic areas.
- Don't hesitate to cancel your transaction and leave if you feel uncomfortable.
- Completely close the access door upon entering and exiting, and never offer entry to strangers, when you are in a vestibule.