



10 WAYS TO PROTECT YOUR CREDIT CARDS

- 1.** Never leave your cards unattended at work. There are more credit card thefts in the workplace than in any other single location.
- 2.** If your credit card is programmed to access an Automated Banking Machine (ABM), protect your Personal Identification Number (PIN) or security code. Don't write it down, memorize it.
- 3.** Don't leave your credit cards in your vehicle. Many of credit cards are stolen from motor vehicles, especially if in plane view.
- 4.** Always check your card when returned to you after a purchase. Make sure it is your card.
- 5.** When traveling, carry your cards with you or make sure they are in a secure location.
- 6.** Report lost or stolen cards immediately. Most fraudulent use of cards takes place within days of their being lost or stolen.
- 7.** Sign the back of a new card as soon you get it. Destroy unwanted cards so no one else can use them.
- 8.** Make a list of all your cards and their numbers and keep it in a safe place. This key information is helpful when reporting lost or stolen cards.
- 9.** Always check your monthly statement. Make sure the charges are yours.
- 10.** Never give your card number over the phone unless you are dealing with a reputable company. The only time you should give it is when you have called to place an order.