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## How to Prevent ID Theft

Never give your Social Security Number (SSN), debit or credit card number, or any bank account information over the phone unless you have initiated the call and you are positive the business you've contacted is reputable. Never maintain your SSN or passwords with your debit or credit cards.

- When you receive new checks, inspect the box before you open it. Does it look like it has been tampered with?
  - If you want a phone number printed on your check, use your work number, not your home number.
  - Never have your SSN printed on your checks.
- Store new and canceled checks in a secure location.
- Notify the nearest branch as soon as you discover your debit card, checks or other bank information is missing.
- Review your monthly bank statements as soon as you receive them. Notify your bank immediately if anything is incorrect.
- Review your credit report annually. Go to [www.annualcreditreport.com](http://www.annualcreditreport.com) to obtain your credit report free.
- Be aware of your surroundings when using an ATM. Examine the machine for any alterations.
- Don't leave ATM or gas receipts, take them with you.
- Don't provide bank account numbers, credit card number or other personal information to any web site unless you have received an authentication key from your provider.
- Only carry with you what is necessary. Keep a copy of your driver license, passport or other documents in a secured location so if they are stolen, you will be able to provide exact information.
- Safely store birth certificates, SS cards or passports. Keep them in a safe deposit box or other secured means at home.
- Shred personal information and financial information. This includes credit card statements, bank statements, credit card receipts, etc.
- If you go on vacation or are away from home for an extended amount of time, notify the post office or have someone you trust pick up your mail.

