

# ATM/Debit Card Safety

ATMs are convenient and provide many of the banking services you need, when you need them. To protect your funds and help ensure your safety when using an ATM, here are some important tips you should keep in mind:

## Protecting the Use of Your ATM Card

- Never disclose your PIN to anyone, including Bank employees, merchants and government officials.
- When selecting a PIN or changing one, do not use any number or word that appears in your wallet (e.g., birthdate, address, phone number or Social Security number).
- Memorize your PIN, do not write it down. You can select a new PIN if you have forgotten your current PIN.
- When you make a purchase at a VISA location with your VISA Check Card, review your receipt before signing it and keep a copy of the receipt for your records.



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## Using an ATM

- Be aware of your surroundings, especially at night. If you notice anything or anyone suspicious, use another ATM or come back later.
- Park close to the ATM, in a well-lit area, and never approach an ATM which is not well-lit or has blocked views by overgrown shrubbery or trees.
- When entering your PIN, shield the keypad to ensure that the people behind you cannot see you enter it.
- Do not display your cash. Pocket it and count it later at a safe place.
- If you request a receipt, take it with you to avoid disclosing account information to potential criminals.
- When using a drive-up ATM, make sure the passenger windows of the vehicle are closed and your doors are locked.
- Do not accept offers of help from people you do not know. If you have a problem or question, contact a branch office.



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