

Steps to Reduce the Chance of Identity Theft

- Sign your credit or debit cards as soon as they arrive.
- Pick up your mail each day. When you pay your bills, mail the checks from collection boxes rather than your mail box.
- In a secure place, keep a record of your account numbers, their expiration dates, and the phone number and address of each company.
- Keep an eye on your card during a transaction.
- Save receipts to compare with billing statements.
- Open bills promptly and reconcile accounts monthly.
- Report any questionable charges promptly and in writing to the card issuer.
- Do not lend your card(s) to anyone.
- Do not leave cards or receipts lying around.
- Shred unneeded documents with your personal and account information.
- Do not sign a blank receipt. When you sign a receipt, draw a line through any blank spaces above the total.
- Do not give out your account number over the phone or Internet unless you're making the call to a company you know is reputable.
- Use secure Internet connections and websites (secure websites have an address that starts with "https" instead of "http").
- If you lose your credit or debit cards, or if you realize they've been stolen, immediately contact the issuer of the card.