



## ATM Security Tips

Because most ATMs give out cash and many accept deposits, it makes sense to be alert and aware of your surroundings no matter where or when you use an ATM. Here are some personal safety tips when using an ATM:

- When you're by yourself, avoid using an ATM in out-of-the-way or deserted areas. Use ATMs located inside banks or supermarkets where other people are around. Use ATMs in well-lit, public areas.
- Be aware of your surroundings when withdrawing funds. If you notice anything out of the ordinary, come back later or use another ATM.
- If it looks like someone has tampered with the ATM equipment, don't use it. (This could mean that a criminal has attached a "skimmer" to the ATM to steal your financial information.) If a suspicious person offers to help you use the ATM, refuse and leave.
- When typing in your pin, cover the keypad so others can't see.
- After completing your transaction, remember to remove your card, cash and any printed documents such as receipts or statements.
- Put your money and ATM card away before you leave the ATM. Always avoid showing your cash. Always verify that the amount you withdrew or deposited matches the amount printed on your receipt.
- Take your receipts with you so potential criminals will not know how much you withdrew or how much money is in your account.
- When using a drive-up ATM, keep your car doors locked and your engine running.

### Here are some additional tips for taking care of your ATM card, PIN, and receipts:

- Report a lost or stolen ATM card immediately to the financial institution that issued you the card.
- Don't leave your card in your car's glove compartment. A high percentage of card thefts are from car glove compartments.
- Don't lend your cards—credit, debit, or ATM—to anyone. You are responsible for their use. Don't let your cards be used by others, even family and friends.
- Choose a PIN that is easy for you to remember but difficult for others to guess. Don't use any numbers or words that appear in your wallet (name, birth date, phone number, etc).
- Never tell anyone your PIN. No one from a financial institution, the police, or a merchant should ask for your PIN. You are the only person who needs to know it.
- Never write down your personal identification number (PIN)—memorize it. Don't write down your account number and PIN and carry it with you. If your wallet or purse is stolen, someone else could have access to your money.

## **ATM Security Tips (continued)**

- When selecting a PIN, avoid picking a number that is easy for others to guess—for example, your name, telephone number, date of birth, or any simple combination of these.
- Always keep copies of your ATM receipts. Record your transactions in your transaction register. Compare your receipts and register to your monthly account statement. Then shred or destroy your ATM receipts before you throw them away.
- Keep your cards away from magnets; these can erase the information stored on your card.
- If you receive a replacement card, destroy your old card. Destroy cards for cancelled accounts.

We invite you to contact Wells Fargo for further information and assistance. Visit our Web site at [wellsfargo.com](http://wellsfargo.com) or any Wells Fargo store.