

# PROTECT YOURSELF AT THE ATM



Hannaford Associates Federal Credit Union

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- Be aware of your surroundings when using an ATM. If you see anyone lurking around the area, stay in your car and go to another machine. At night, make sure that the ATM is in a well-lit area. If possible, have someone accompany you to the ATM.
- Have your card and any paperwork accessible **before** you get to the machine.
- After finishing your transactions, make sure you have your card and receipt and leave immediately. Don't stand around the ATM to count your money, or to review your transaction receipt.
- Keep all ATM receipts. Do not throw them away in public receptacles. If you need to destroy them, shred them at home.
- At a drive-up ATM, make sure all doors are locked, and the passenger windows are closed.
- When using an ATM vestibule, make sure to close the door firmly behind you. Make sure to close the door when you leave.
- When selecting a Personal Identification Number (PIN), make sure it is a random number – not one that can be easily accessed like a birthdate, or last four digits of your social security number.
- Protect your PIN at all times. Memorize it and keep it a secret. Never write it down.
- If your ATM card is ever lost or stolen, immediately notify HAFCU.



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