

# Fraud Awareness and Prevention Checklist

Safeguards no business should be without.

No business is 100% safe from fraud, but you can take steps to minimize the chances of it affecting your business. Implement as many of these tips as possible; the more you can put in place, the safer your business will be.

## Transaction Controls

- Review and reconcile accounts daily and monthly
- Convert from paper to electronic payments
- Secure check stock and manage under dual control
- Never sign blank checks in advance of payments
- Secure file access (including trash bins) from non-employees
- Bank online from a separate computer with no access to email or web surfing
- Use free electronic I-Statements to prevent information from being stolen in mail

## Anti-Malware

- First Interstate will never ask for password information; use extreme caution if asked to divulge account information by anyone
- Immediately report any questionable account transactions
- Never leave a computer unattended while logged into online banking
- Never do banking in public spaces with unsecured Internet access

## Antivirus and Spyware Software

- Do not open attachments from emails with unexpected or suspicious subject lines
- Do not download from unfamiliar file-sharing sites
- Update antivirus software regularly and set it to run automatically
- Install a firewall as a first line of defense against hackers

## Internal Controls

- Use dual control for all monetary transactions, including ACH originations, wire transfers and bill pay
- Set policies for password security:
  - do not reuse same password for multiple applications
  - ensure they are not easy to guess: i.e. pet names, birthdates, children's names
  - use a combination of letters, numbers, and special characters
  - change them frequently; at least every 60 – 90 days