

10 Tips For Fighting Fraud



Reconcile accounts daily.



Require two people to initiate and approve an ACH or wire payment.



Secure check stock just as you would cash.



Don't leave mail with checks lying out in the office.



Pay electronically when possible.



Implement tools like Positive Pay with Payee, Reverse Positive Pay, ACH blocks and filters.



Know your business partners – customers as well as vendors – and never accept changes in payment instructions via email. Always follow up by phone with a known phone number.



Randomly switch responsibilities and conduct unannounced audits.



Escalate suspicious transactions to your bank immediately.



Continually remind employees **not to open emails** from people they don't know or click on unknown links.



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