

# CHECK SECURITY

deluxe®

## Best Practices for Account Holders

- 1 Mailing Checks**  
Mail all your checks from inside the post office in security envelopes.
- 2 Use Checks with Multiple Layers of Check Fraud Protection**  
If a fraudster gets past one layer, they need to deal with another, then another.
- 3 Care and Control of Checks**  
Keep checks locked up and provide access only to those that require it.
- 4 Computer Checks**  
Use a bold, dark font for the information you print on your checks.
- 5 Manual Checks**  
If filling out your checks by hand, use a security pen that bonds the ink to the paper, and not an ordinary ball point pen.
- 6 Signing Checks**  
Always sign your checks, computer or manual, with a security gel pen. Also, don't sign your check until you have added the payee and amount information.
- 7 Endorsed Checks**  
Don't leave signed checks lying around, make sure they are in the mail and not sitting on your desk.
- 8 Accepting Checks**  
Look at it, check out the list of security features listed on the back and make sure they are all present.
- 9 Positive Pay**  
If your financial institution offers a Positive Pay program, sign up for it and use it as an extra layer of security to your check processing.
- 10 Check Fraud Protection**  
Consider purchasing check fraud protection and identity restoration services with your checks, if available.



Check Fraudsters are sophisticated and aggressive. It can happen to anyone, but you can take steps to help yourself from becoming a statistic.

