

Bookkeeping Tips

Protecting yourself when making deposits at night

To protect yourself from crime:

- ✓ Park near the ATM/night depository.
- ✓ Have your bankcard ready before getting out of your car.
- ✓ When you are make a deposit, fill out the envelope before getting out of your car.
- ✓ Always turn your car off while you are at the ATM or night depository.
- ✓ Check your surroundings; do not attempt a transaction if you see anyone loitering near the ATM or night depository.
- ✓ When entering your identification code, shield the keyboard from anyone who may be in line behind you or observing from a distance.
- ✓ If you are in the middle of a transaction and become uncomfortable, press cancel, take your card and leave.
- ✓ Before leaving the ATM, make sure you have your card, receipt and cash.
- ✓ Do *not* count currency in view of others; pocket your cash and ATM card before leaving the ATM.
- ✓ Have your keys ready before you get to your car.

For drive-up ATMs:

- ✓ Drive close enough to the ATM so that you can reach the ATM through the window (and do not leave your car).
- ✓ Keep your doors locked, your car running and your windows not in use closed.

Report lost or stolen ATM cards or suspected misuse of a card to your bank *immediately*.

BOOKKEEPING TIPS is a free e-letter published by The American Institute of Professional Bookkeepers (www.aipb.org). To subscribe: Send a blank email to bookkeepingtips-on@aipb.org

Contact information: AIPB. Suite 500, 6001 Montrose Road, Rockville, MD 20852.
Tel.: 800-622-0121, Fax: 800-541-0066, email: info@aipb.org. Web site: www.aipb.org

The American Institute of Professional Bookkeepers (AIPB), is the national association for bookkeepers, currently with 30,000 active members

AIPB was founded in 1987 for the following purposes:

- To recognize bookkeeping as a profession—and bookkeepers as professionals
- To make sure that each member has the latest bookkeeping, accounting and tax information
- To answer members' everyday bookkeeping and accounting questions on the telephone at no charge.
- To provide bookkeepers with low-cost continuing professional education.
- To return the membership fees of any bookkeeper who is dissatisfied with the benefits of membership