

FRAUD PREVENTION FOR THE CARD PROGRAM

- ❖ Please keep your card in a secure place at all times.
- ❖ Never let another person use your card.
- ❖ Don't split your transactions. If your purchase exceeds your single transaction limit, please request a credit increase from the Card Program office.
- ❖ Call Bank of America before traveling to let them know when, where and how long you will be traveling. Also, if you are taking a group, make BOA aware that there might be multiple purchases to the same location placed on your card.
- ❖ Reconcile in a timely fashion. Be aware of what is charged on your card.
- ❖ Use secure web sites.
- ❖ Never include your full account number in an email.
- ❖ Avoid faxing your card information.
- ❖ Never leave a room key in a hotel room. Credit card information is swiped on the magnetic strip.
- ❖ Bank of America will never email you for updated information. Please do not respond to any emails that look suspicious. You will only receive emails from Works or someone in the Financial Services office that will concern your credit card. Correspondence from Bank of America will only be done by telephone or by U.S. mail.