

## Identity Theft At-Risk Checklist

### What is Your Level of Risk?

Check TRUE or FALSE to each of the following statements to assess your risk of identity theft

RISK AREA – SOCIAL SECURITY NUMBER		TRUE	FALSE
1	I keep my Social Security card in a safe place at home.		
2	I only give out my Social Security number to those who absolutely need it.		
3	I carry a copy of my medical insurance card with all but the last four digits of my account number blacked out.		
4	I check my Social Security earnings and benefits statement once each year for fraudulent activity.		
5	I never put my Social Security number on checks.		

RISK AREA – PASSWORDS		TRUE	FALSE
6	I have created passwords for all of my accounts that give me the option.		
7	I use a random mix of numbers, letters, and symbols when I create a new password.		
8	I store my passwords in a safe place at home.		

RISK AREA – TECHNOLOGY		TRUE	FALSE
9	I pay my bills and make other transactions online through a secure system and with companies I know.		
10	I regularly update the security software on my home computer.		
11	I never download files from strangers or click on hyperlinks from people I don't know.		
12	I use a stand alone PC that isn't connected to the Internet to store my personal information and records.		
13	I always print a copy of a purchase order and confirmation number for purchases I make online.		
14	I never use the automatic log-in feature offered on online services that saves my username and password.		
15	I read the privacy policies listed on web sites that I visit.		

RISK AREA – AT HOME		TRUE	FALSE
16	I use a crosscut shredder to destroy items with personal and financial information before I throw them away.		
17	I never leave personal information in plain view where roommates, relatives or outside help can see it.		
18	I stay on top of my finances especially bill due dates so I'll know if a bill is missing.		
19	I report any questionable charges on my bill immediately.		
20	I never put my credit card number or account number on checks when I pay my bills by mail.		
21	I sign and activate new credit cards immediately and I cut up and throw away expired credit cards.		
22	I keep all credit card receipts and cross-reference them with my credit card statement to make sure I am billed for the correct items.		
23	I monitor my bank accounts and reconcile my checkbook regularly.		
24	I know my bank's policies regarding account errors and loss.		
25	I check the privacy policies of my financial institutions.		
26	I notify my financial institutions if I receive suspicious phone inquiries asking for my account information.		
27	I always deposit my mail at the post office or in an official blue Postal Service collection box.		
28	I always keep my trash cans in a locked area and take my trash to the street as close to the collection time as possible.		
29	I maintain a current inventory of my financial records and store it in a safe place.		
30	I keep a copy of all of my financial, personal, and insurance cards and identification that I carry in my wallet and keep them in a safe place at home.		
31	I have contacted all of the companies with which I do business and asked to "opt-out" of having my information sold to other businesses.		
32	I order and review my credit reports once each year from each of the three major credit bureaus.		
33	I never include information that is not required on entry forms to win prizes.		
34	I never give out my personal or financial information on the telephone, through the mail or over the Internet unless I initiated the contact, I know who I am dealing with and that I trust the recipient.		

RISK AREA – OUT AND ABOUT		TRUE	FALSE
35	I never allow a clerk to write my credit card number on my check when I buy merchandise using a check.		
36	I only carry personal and financial information that I actually need.		
37	I always sit with my back to the wall when viewing confidential information on my laptop.		
38	I always guard my ATM Personal Identification Number (PIN) and ATM receipts.		
39	I always hand my credit card directly to the clerk or waiter/waitress.		
40	I make sure that the clerk only imprints one charge slip and if an error is made and a second imprint is needed, I ensure that the incorrect one is torn up.		
41	I take my card back promptly after the clerk is finished.		
42	I never leave a credit card or car rental agreement in the glove compartment of a rented vehicle.		
43	I never leave my credit card in an unlocked desk drawer, grocery cart or hotel room.		

RISK AREA – AT WORK		TRUE	FALSE
44	I know how my personal information at work is protected.		
45	I make sure that my PC is in a secure state before I leave my desk.		
46	I use a privacy screen on my laptop to avoid snooping eyes of those sitting next to me.		
47	I mark my laptop and case with a bright colored piece of tape to make it easy to identify in case of loss.		

If you checked FALSE to any of these statements, you can make improvements in protecting your personal and financial information.

