FLUXLABS

WALL POSTER · PAYMENT SAFETY

Money changes need a phone call.

Email can be faked, even from a real account. These rules stop the most expensive scam in business.

1. **Never change bank details from an email alone.**
   New account numbers, new wiring instructions, "our bank changed". Always confirm first.

2. **Call back on a number you already have.**
   Use the number on file or an old invoice, never the one in the email or its signature.

3. **Watch for rush and secrecy.**
   "I'm in a meeting, just get it done" or "keep this quiet" are warning signs.

4. **Two people approve new payees.**
   One person sets it up, another checks it. No exceptions for "urgent".

5. **Gift cards are never a real payment.**
   No boss, vendor or agency asks for gift card codes. It's always a scam.

Already sent money?

Call your bank's fraud line first, right now, then tell IT. The first hour is the best chance to get it back.

Free from Flux Labs, IT support for local businesses.
(850) 250-5590 · fluxlabs.net/guides

Check a suspicious email for free