MAIL & PERSONAL INFORMATION SECURITY TIPS

- Retrieve mail from mailbox as soon as possible after delivery

- Use the Postal Services' Hold Mail Service when out of town – it's convenient and free

- Deposit outgoing mail at a Post Office or give it directly to your letter carrier. Raising the flag on your mailbox could alert thieves to a possible check inside.

- Don't give out personal information on the phone, through the mail, or over the Internet unless you know who you are dealing with

- Shred financial documents and paperwork with personal information before you discard them

- Protect your Social Security number - don't carry your Social Security card in your wallet or write your Social Security number on a check - give it out only if absolutely necessary or ask to use another identifier

- Keep your personal information in a secure place at home, especially if you have roommates, employ outside help, or are having work done in your house

- Review financial statements and billing statements regularly, looking for charges you did not make – report any fraudulent charges immediately to your bank – if you do not receive an expected financial statement, credit card or check report it promptly to the issuing entity

- Order and inspect your free credit report once a year from each credit bureau to check for accuracy and fraud use - you can order it online at annualcreditreport.com or by calling 1-877-322-8228

- Never click on links sent in unsolicited emails; instead, type in a web address you know - use firewalls, anti-spyware, and anti-virus software to protect your home computer; keep them up-to-date - visit OnGuardOnline.gov for more information

- Don't use an obvious password like your birth date, your mother's maiden name, or the last four digits of your Social Security number

- Report mail theft or a fraudulent change of your address immediately to the U. S. Postal Inspection Service at http://uspis.gov