FREE PRINTABLE CHECKLIST · LINKUN FOUNDATION

Weekly fraud check

A 10-minute weekly routine that catches fraud early, plus the one rule every employee should know.

Fraud caught in days is often recoverable. Fraud caught in months usually isn't. Spend 10 minutes on this every week. The Fraud Protection Toolkit explains each scam.

Every week

- [ ] Review every bank and card transaction since last week. Question anything you don't recognize.
- [ ] Check that every check that cleared matches the payee and amount you wrote.
- [ ] Look for small test charges or a burst of tiny payments.
- [ ] Review refunds, voids, and discounts processed by staff.
- [ ] Confirm no new payees or vendors were added without your approval.

Every month

- [ ] Confirm two-step verification is on for email, banking, payroll, and payment accounts.
- [ ] Remove system access for anyone who has left.
- [ ] Update your vendor contact list with verified phone numbers.
- [ ] Review your bank's fraud tools: alerts, Positive Pay, and ACH blocks.

The rule for everyone

- [ ] Any request to change where we send money, buy gift cards, or share a code gets a call back on a number we already have. No exceptions, even if it looks like it's from the owner.

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