

How to Protect Against Cheque Fraud

- 1) **Internal controls** are crucial and are one of your best lines of defence against cheque fraud. Best practices include:
 - Reconcile your accounts daily
 - Separate the accounts payable and receivable roles
 - Periodically change cheque stock, destroy your old, unused cheques, and always lock up blank cheques. Ensure all cheques issued from a single account look and feel the same.
 - Minimize the number of manual or rush cheques and closely examining those that are issued
 - When using a laser printer to print cheques, ensure access is password-protected and that cheque paper has toner anchorage features
 - Place stop payments on cheques not cashed in a timely manner
 - Monitor payment activity carefully and conducting surprise and scheduled audits
- 2) Leverage **cheque security features**
- 3) Reduce the use of risk-prone cheques in favour of electronic payments
- 4) Take advantage of **corporate card payment services** to replace many cheque payments
- 5) Utilize **fraud control / security services** offered by your financial institution (e.g. Positive Pay, Reverse Positive Pay)

With strong internal controls, electronic and card payment solutions, and fraud services, your company can reduce the risk of cheque fraud