

Fraud Prevention Checklist

Company:

Point of Contact (POC):

	Description	YES	NO	Comments
Website	Is there an active website that seems legitimate?			
Company Email	Does the main contact have an email address that matches the company website?			
Credit Report	If we tried pulling a credit score, do they come up and have credit history?			
Deposit Received?	If we required a deposit, has it been received by Finance?			
Same Last Name?	Does anybody have the same last name - employees and/or POC?			
Same Phone?	Does anybody have the same phone number - employees and/or POC?			
Same Address?	Does anybody have the same address - employees and/or POC?			
Location Match	Does the location they gave you match where they are opening emails and their area code?			
IP Address	Does the IP Address they signed your contract from match their communicated location OR any of the worker's IP Addresses?			

Next Steps:

- If any 'NO' boxes are checked, escalate to the compliance team for further review.
- Attach any supporting documentation or screenshots to this checklist.
- Save the completed checklist to the client's file.



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