STAY SAFE ONLINE

Invoice payment verification checklist

Use before supplier payments — especially if banking details changed. Stick this near where you pay.

My rule

PAYMENT RULE (EXAMPLE: NEVER PAY NEW BANK DETAILS WITHOUT CALLING A NUMBER I ALREADY TRUST)

Before I pay

CHECKLIST

- [ ] Invoice matches the order or job I know
- [ ] Amount and supplier name look right
- [ ] Banking details match what I already have on file
- [ ] If details changed, confirmed on a number I already trust (not the number on the new invoice)
- [ ] Not using links from an urgent message to "update" details

If something feels wrong

STEP BY STEP

1. Stop — do not pay yet
2. Contact the supplier on a known number
3. Confirm correct banking details in writing
4. Update your supplier record only after confirmation
5. Report to the bank if money already left

Never

1. Pay from "pay in the next hour" pressure alone
2. Trust contact details that appear only on a suspicious invoice

TIP

Keep trusted supplier numbers with your supplier list

You do not need to copy your whole address book onto this page.