






# Think Before You Click

*Municipalities will **NEVER** ask you to send money through a “wire transfer”.*

**DON'T BE FOOLED!** Scam artists and BOTS are scraping municipal websites for personal information from applications. They take legitimate pieces of information – such as Town letterhead, logos, staff names, and titles – and combine them into realistic email requests for payment and/or attach fake invoices.



## SCRAM:

-  **Stop** – Was this expected? Does the amount seem excessive?
-  **Check** - The email address carefully – scams use @usa.com or similar. Many municipalities have switched to XYZ@xxx.gov or use XYZ@xxx.us
-  **Read** - Carefully for proper grammar or vernacular!  
“The review and certification process is advancing ...”  
“...about this compensation fee...”  
“...enable progression through the inclusion timeline...”  
“..itemized breakdown of compensation fee...”
-  **Attachments** - **DO NOT** open attachments or links or reply to a suspicious email.  
“...correspondence...must be via reply to this email thread... for proper tracking, agenda inclusion...”  
“Settle the attached invoice promptly”
-  **Municipalities** - **DO NOT** ask for wire transfers!  
“Amount Due: \$\$\$ USD”  
“Payment Method: Wire Transfer”

**WHEN IN DOUBT, CALL!**