

# ACH Fraud Prevention Policy

## Purpose

To protect the organization from unauthorized ACH transactions, fraud, and financial loss through effective controls and monitoring.

## Scope

Applies to all employees, systems, and processes involved in ACH payments (credits and debits).

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## Key Controls

### 1. Access & Security

- Restrict ACH access to authorized personnel only
- Require **multi-factor authentication (MFA)**
- Use role-based access with separation of duties

### 2. Dual Approval

- Require **two approvals** for:
  - ACH transactions
  - Vendor or banking changes
- Separate responsibilities between initiator and approver

### 3. Vendor Verification

- Independently verify all payment or bank detail changes
- Confirm via known contact (not email-provided info)
- Do not process changes based solely on email requests

### 4. Bank Protections

- Enable **ACH debit blocks or filters**
- Set transaction limits where available
- Use bank alerts for unusual activities