Payment Processing Security Guide

A guide to keeping payment processing safe on a farm, covering card readers, online payments, and staff habits. Print a copy, follow each step in order, and keep the guide handy where you work.

Farm / unit: _____ Date: _____ By: _____

1. List where you accept payments
2. Choose a trusted payment provider
3. Keep card readers updated
4. Limit who can issue refunds
5. Check statements often
6. Never store card numbers on paper
7. Train staff on fraud signs
8. Know whom to call after fraud

YOUR NOTES

TIP Check statements for odd charges and contact your processor right away about problems.