

CHECK BEFORE YOU PAY

Before paying an invoice

Check the purchase. Check the payment details.

FICTIONAL INVOICE

Invoice 1042 • \$2,750 • Payment details: •••••

| Was this ordered?

| Check duplicates

| Verify destination

- 1**  **Match the purchase**
 Confirm goods or services were ordered and received, or match an approved agreement for advance payments.
- 2**  **Check the invoice**
 Review supplier, invoice number, amount and due date. Check for duplicate invoices or payments.
- 3**  **Compare bank details**
 Match the destination against your verified supplier record.
- 4**  **Verify independently**
 Confirm emailed invoice payment details through a trusted number. Do not use contact details in the invoice.
- 5**  **Keep the approval process**
 Urgency or a claimed instruction from the boss does not override approvals.

Logos, ABNs and familiar threads can be copied or misused. A convincing invoice is not proof that the payment destination is genuine.

Paid a suspected fraudulent invoice?

- Contact your bank urgently about stopping or recovering the payment. Recovery is not guaranteed.
- Tell finance and IT.
- Retain the invoice and payment reference.

osmicro.com.au/printable-guides/invoice-scam-checklist/

Follow your organisation's security and payment procedures. These checks reduce risk; they do not guarantee a message or transaction is safe.

Checked October 2026 • Sources: [Scamwatch.\[1\]](#) [Scamwatch.\[2\]](#) • More detail and accessible text at the URL above.