

JORDAN SCHOOL DISTRICT
Patrice A. Johnson, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

Date: May 2, 2018

To: Elementary, Middle, and High School Principals and Administrative Assistants

From: John Larsen, Business Administrator
Dan Ellis, Director of Accounting, Budgets, and Audits
Jason Mott, Accountant/Internal Auditor

Subject: **Check Phishing Scam**

It has recently come to our attention that there may be an information phishing scam occurring within the District. The scam consists of schools receiving a donation check with no information regarding who donated the funds. Schools are then encouraged to set up an account to view the donors and set up an ACH service for future donations.

These checks are from YourCause, LLC and claim to be for a Wells Fargo Community Support Campaign. If you have received any of these checks:

- a) Please do not cash them as they will return unpayable
- b) Do not create an account or sign up for ACH with this group
- c) Please send these checks into Accounting

As a reminder, never give any of your personal information, bank information, or passwords to anyone. No one from the District should ask for your password to log into any of the District systems. School bank information should never be given out to set up ACH payment or receipt transactions.

If you have questions or need assistance, please call Dan Ellis at (801) 567-8389.

Thank you.