

**From:** A colleague we would respond to quickly <[admin@aiicu.cc](mailto:admin@aiicu.cc)>  
**Sent:** Tuesday, July 02, 2019 9:23 AM  
**To:** Payroll <[payroll@COCONINO.EDU](mailto:payroll@COCONINO.EDU)>  
**Subject:** Change of Bank Details

The email address should be enough to trigger questions.

Hi

I changed my account and i would need you to help me update my DD information with the new account details. I would be glad if the changes can be effective for the current pay day. What information do you need?

Oddly, these specific emails tend to use the DD in reference to direct deposit, but not always. Also note that the timing is usually such that it will instill urgency to make the change. They seem to know our pay cycle and use that.

Regards

Same colleague as above

**There are several subtle ways to distinguish this email from one that might be legitimate. In any case, we should never be making payroll changes by email. Never.**