

ALTA Outgoing Wire Preparation Checklist

Date:
File Number:
Company Name/Location:

Section 1:

Provide the source of the wiring instructions:

- I received the initial outgoing wire instructions directly from the **payee in person**. The instructions have not been modified or amended. **Proceed to Section 2.**
- I received the initial outgoing wire instructions directly from the **payee via the United States Postal Service or a known overnight mail or messenger service** and **verified** the accuracy of the instruction by **calling the payee** at a phone number obtained independently from any phone number shown in the package. The instructions have not been modified or amended. **Proceed to Section 2.**
- I received the initial outgoing wire instructions directly from the **payee via fax** and **verified** the accuracy of the instruction by **calling the payee** at a phone number obtained independently from any phone number shown in the package. The instructions have not been modified or amended. **Proceed to Section 2.**
- I received the initial outgoing wire instructions from the **payee**, which have been modified or amended in writing in person at the following date/time: _____ . **Proceed to Section 2.**
- I received the initial outgoing wire instructions directly from the **payee by email** and **verified** the accuracy of the instruction by **calling the payee** at a phone number obtained independently from any phone number shown in the email. The instructions have not been modified or amended. **Proceed to Section 2.**
- I received the initial outgoing wiring instructions **via a 3rd party** (e.g., attorney, realtor, lender) and have **verified** the accuracy of the instruction by **calling the payee** at a phone number obtained independently from any phone number obtained via the 3rd party. The instructions have not been modified or amended. **Proceed to Section 2.**

Section 2:

Verify instructions received by email or from someone other than the payee.

- Wire Payee Name:** _____
- Wire Amount:** _____
- Payee Phone Number:** _____
- Source of Phone Number**
(never use the phone number included in an email):
 - Original Order or Contract: _____
 - Secure Portal: _____
 - Internet Search: _____
 - Other (describe): _____
- Name of Person I Spoke With:** _____
- Date:** _____
- Wire Information confirmed.** Account and ABA Routing Number, and Account Name match payee in the file. Wire instruction notes indicate correct payment information (e.g., loan number, beneficiary, other information).
- Wire Information confirmed.** Account and ABA Routing Number match an entry on our company's list of validated wire instructions for common bank payoffs.

Wire Creator: _____ (Signature) (Date)
_____ (Printed Name)

Wire Authorizer: _____ (Signature) (Date)
_____ (Printed Name)

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Section 3:

Verify Delivery of Wired Funds.

- Date Wire Was Sent: _____
- Date Wire Was Received: _____
- Person Confirming Receipt: _____
- Purpose of Wire: _____
 - Loan Payoff _____
 - Equity Loan Payoff _____
 - Seller Proceeds _____
 - Real Estate Commission _____
 - Other (describe): _____

Verified By:

(Signature)

(Date)

(Printed Name)

MEMBER
AMERICAN
LAND TITLE
ASSOCIATION



For more information and tools to prevent wire fraud, visit the **ALTA Website**:

alta.org/business-tools/information-security.cfm

Protect Your Practice From Wire Fraud Schemes

Every day, hackers try to steal your money by emailing fake wire instructions. Criminals will use a similar email address and steal a logo and other info to make it look like the email came from a reputable source you know.

Protect yourself and your firm by following these steps:



Be Vigilant

- **Call, don't email:** Confirm your wiring instructions by phone using a known number before transferring funds. Don't use phone numbers or links from an email.
- **Be suspicious:** If anything about the transaction doesn't feel right, STOP!



Protect Your Money

- **Confirm everything:** Ask the bank to confirm all info on the account before any money is sent.
- **Verify immediately:** Within four to eight hours, call and confirm the money was received.



What To Do If You've Been Targeted

- **Immediately call the bank** and ask them to issue a recall notice.
- **Report the crime to IC3.gov**
- **Call your regional FBI office and police.**
- Detecting that you sent money to the wrong account **within 24 hours** is the best chance of recovering your money.