

ALTA Outgoing Wire Preparation Checklist

Visit the ALTA Website: <https://www.alta.org/business-tools/information-security.cfm>

Date: _____

File Number: _____

Company Name/Location: _____

Section 1: Provide the source of the wiring instructions:

<input type="checkbox"/>	I received the initial outgoing wire instructions directly from the payee in person . The instructions have not been modified or amended. <i>Proceed to Section 2.</i>
<input type="checkbox"/>	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. <i>Proceed to Section 2.</i>
<input type="checkbox"/>	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. <i>Proceed to Section 2.</i>
<input type="checkbox"/>	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: _____ . <i>Proceed to Section 2.</i>
<input type="checkbox"/>	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. <i>Proceed to Section 2.</i>
<input type="checkbox"/>	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 3 rd party. The instructions have not been modified or amended. <i>Proceed to Section 2.</i>

Section 2: Verify instructions received by email or from someone other than the payee.

<input type="checkbox"/>	Wire Payee Name:
<input type="checkbox"/>	Wire Amount:
<input type="checkbox"/>	Payee Phone Number:
<input type="checkbox"/>	Source of Phone Number (<i>never use the phone number included in an email</i>):
<input type="checkbox"/>	Original Order or Contract:
<input type="checkbox"/>	Secure Portal:
<input type="checkbox"/>	Internet Search:
<input type="checkbox"/>	Other (<i>describe</i>):
<input type="checkbox"/>	Name of Person I Spoke With: _____ Date: _____

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<input type="checkbox"/>	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).
<input type="checkbox"/>	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)

Section 3: Verify Delivery of Wired Funds.

<input type="checkbox"/>	Date Wire Was Sent:
<input type="checkbox"/>	Date Wire Was Received:
<input type="checkbox"/>	Name of Person Who Confirmed Receipt:
<input type="checkbox"/>	Purpose of Wire:
<input type="checkbox"/>	Loan Payoff
<input type="checkbox"/>	Equity Loan Payoff
<input type="checkbox"/>	Seller Proceeds
<input type="checkbox"/>	Real Estate Commission
<input type="checkbox"/>	Other <i>(describe)</i> :

Verified By:

_____ (Signature) _____ (Date)

_____ (Printed Name)