

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: |

ALTA Information Security Committee
 Outgoing Wire Preparation Checklist
 V.2.0 08-19-2019

| | |
|--------------------------|--|
| <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"/> | <input type="checkbox"/> | Loan Payoff |
| <input type="checkbox"/> | <input type="checkbox"/> | Equity Loan Payoff |
| <input type="checkbox"/> | <input type="checkbox"/> | Seller Proceeds |
| <input type="checkbox"/> | <input type="checkbox"/> | Real Estate Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Other (<i>describe</i>): |

Verified By:

_____ (Signature) _____ (Date)

_____ (Printed Name)