

File Number _____

We all need to stay vigilant for signs of "RED FLAGS"

If something does not seem right, TRUST YOUR INSTINCTS AND CONTACT YOUR ATTORNEY.

SENDER CHECKLIST ▼

- Has there been a change to wire instructions?
- Are you being asked to change a check to a wire?
- Is there a signed assignment for Seller proceeds?
- Is wire International?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No



If the answer to the above is NO, or you have attorney's approval, verify the following for ALL WIRES:

Wire Instructions were verified: [check all that apply]

- Wire Instructions were filled out @ closing table by the parties themselves and info was not received via fax or email.
- Verbally (by phone) with: _____
 - Via verified #: _____
 - Source of verified #: _____
 - Date & Time verified: _____
- Using a contact name and/or phone number verified outside of electronic communication (email, text, fax, incoming call) received as part of the current transaction.
- I located a safe contact number by using any or all of the following steps:
 - Reviewed / compared Purchase and Sale Agreement/Contract contacts
 - Conducted internet search for the named payee/ payee phone number and used that contact information to verify disbursement instructions
 - Reviewed prior transaction for safe/known contact information
 - Consulted recurring wire to compare wire instructions for continuity
- I did not rely on incoming phone calls seeking to verify outgoing wire instructions.

If unable to verify wire instructions,  and notify attorney immediately!

- Sales Proceeds are payable only to owner of record unless attorney has approved seller's assignment

Payoff Letter/Payee Invoice Reviewed:

- Address matches property address in the file
- Parties (Seller/Owner and Mortgage company) match
- Amount Sufficient

- I have noted the file for each outgoing wire with the following information:
 1. Bank name
 2. ABA/Routing #
 3. Account Name
 - Is account name different?
 - Have you asked why?
 - Have you indicated on the wiring instructions your findings?
 4. Account #
 5. Any For Further Credit (FFC) information indicating an additional step in the funds being processed
 6. The words "Verified"
 - Name AND Company of who you verbally verified wire instructions with
 - Phone number of who you verified wire instructions with
 - Date AND time of who you spoke with verbally verifying wire instructions (audit requirement)
 - Verified by with your name or initials
 7. Initials entered by:
 - Verification statement
 - Person that entered wire
 - Person that submitted wire
 - Person that approved the wire
 8. CHECK recurring wire / recurring wire list

By execution of this checklist, I acknowledge that I have complied with all Firm-required guidelines for the protection of all outgoing wires.

Signature

Date: _____ Time: _____



IF WIRE INSTRUCTIONS HAVE CHANGED, OR YOU HAVE BEEN ASKED TO CHANGE A CHECK TO A WIRE, NOTIFY YOUR ATTORNEY IMMEDIATELY!



FIRST APPROVER CHECKLIST ▼ [Optional]

- Sender Checklist completed, verify there has not been a change to wire instructions or a change from check to wire.
 - Information on **verified** wire instructions matches information in firm's systems (Bank, ABA, Account Name, Account #, Loan #, borrower name, address, etc.)
 - All required documentation attached (Payoff letter, authorization form, LOD, etc.)
 - Any exceptions noted with attorney's approval
- Initials:** _____
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SECOND APPROVER CHECKLIST ▼ [Optional]

- Sender Checklist completed, verify there has not been a change to wire instructions or a change from check to wire.
 - Information on **verified** wire instructions matches information in law firm to bank wire request (Bank, ABA, Account Name, Account #, Loan #, borrower name, address, etc.)
 - All required documentation attached (Payoff letter, authorization form, LOD, etc.)
 - Any exceptions noted with attorney approval
- Initials:** _____
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