**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:**

|  |  |
| --- | --- |
| ☐ | 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)**

**Section 3: Verify Delivery of Wired Funds.**

|  |  |  |
| --- | --- | --- |
| ☐ | Date Wire Was Sent: |   |
| ☐ | Date Wire Was Received: |  |
| ☐ | Name of Person Who Confirmed Receipt:  |  |
| ☐ | Purpose of Wire:  |  |
|  | ☐ | Loan Payoff |  |
|   | ☐ | Equity Loan Payoff |   |
|   | ☐ | Seller Proceeds |   |
|  | ☐ | Real Estate Commission |  |
|   | ☐ | Other (*describe*): |   |

**Verified By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Signature) (Date)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Printed Name)**