**File Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Both Sender and Approver need to stay vigilant for signs of "RED FLAGS"If something does not seem right, TRUST YOUR INSTINCTS AND CONTACT YOUR MANAGER.

#  SENDER CHECKLIST ▼

**Has there been a change to wire instructions?** **[ ]  Yes** **[ ]  No**

**NOTIFY MANAGER**

**IMMEDIATELY!**

**Are you being asked to change a check to a wire? [ ]  Yes [ ]  No**

**If YES,**

**Is there a letter of direction for proceeds? [ ]  Yes [ ]  No**

**Is wire International? [ ]  Yes [ ]  No**

SIGNATURE MANAGER APPROVAL

## If the answer to the above is NO, or have manager’s approval, verify the following for ALL WIRES:

## Wire Instructions were verified:

* Wire Instructions were filled out @ closing table and info was not received via fax
or email.
* Verbally 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:
	+ When applicable, I reviewed the Purchase and Sale Agreement/Contract and pulled contact information for the parties from that source.
	+ I conducted an internet search for the named payee. Using a telephone number identified in that search, I spoke with a contact at the named payee with direct information on the disbursement in question.
	+ When applicable, where the parties in the subject transactions are familiar to me from a previous transaction, I reviewed that prior transaction for safe/known contact information.
	+ I consulted the recurring wire list for any transactions involving known parties to compare wire instructions for continuity.
* I did not rely on incoming phone calls seeking to verify outgoing wire instructions.
* When I called the verified number, I did not immediately identify myself and the purpose of my call but instead asked to speak with someone regarding the address of the real property that is the subject of the disbursement.

****

**If unable to verify wire instructions, and notify manager immediately!**

## Non-Payoff Wires:

* **Outgoing Wire Authorization form completed & signed**
* **Proceeds are payable only to owner of record**

# Payoffs:

## Payoff Letter Reviewed:

* Address matches property address in your software system or transaction file
* Parties match
* Amount Sufficient
* I have noted the file for each outgoing wire with the following information:
1. Bank name
2. ABA number for bank
3. Beneficiary or name on the account – Is the name different? Have you asked why? Have you indicated on the wiring instructions your findings?
4. Account number of the beneficiary
5. Any For Further Credit (FFC) information indicating an additional step in the funds being processed
6. The words “Verified by”
7. Name of who you spoke with over the phone
8. Phone number of who you spoke with
9. What company the individual is from that you spoke with
10. Date AND time you spoke with them – auditing requires the time also be on all wiring instructions.
11. Your initials after the verification statement
12. All wires should also have three sets of initials in addition to the initials after the verification statement. One set for who entered the wire in your software system, one set for who submitted the wire information in your software system, and one set for who approved the wire for release.
13. Lastly, if you have a recurring wire, make sure you are checking the recurring wire list in Teams to verify what you have in front of you.

**By execution of this checklist, I acknowledge that I have complied with all Company-required guidelines for the protection of all outgoing wires. I further acknowledge that failure to comply with said guidelines may lead to disciplinary action from the Company, up to and including termination.**

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

**Signature**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_**

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

#  FIRST APPROVER CHECKLIST ▼

[ ]  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 your software or transactional file and (if applicable) on file for that particular lender.

(Bank, ABA, Account Name, Account #, Loan #, borrower name, address, etc.)

[ ]  All required documentation attached

(Payoff letter, authorization form, LOD, etc.)

[ ]  Any exceptions noted with manager's approval **Initials: \_\_\_\_\_\_\_\_\_\_\_**

# SECOND APPROVER CHECKLIST ▼

[ ]  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 your software or transactional file and (if applicable) on file for that particular lender.

(Bank, ABA, Account Name, Account #, Loan #, borrower name, address, etc.)

[ ]  All required documentation attached

(Payoff letter, authorization form, LOD, etc.)

[ ]  Any exceptions noted with manager's approval **Initials: \_\_\_\_\_\_\_\_\_\_\_**