

## 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 <b>payee in person</b> . The instructions have not been modified or amended. <b><i>Proceed to Section 2.</i></b>
<input type="checkbox"/>	I received the initial outgoing wire instructions directly from the <b>payee via the United States Postal Service or a known overnight mail or messenger service</b> and <b>verified</b> the accuracy of the instruction by <b>calling the payee</b> at a phone number obtained independently from any phone number shown in the package. The instructions have not been modified or amended. <b><i>Proceed to Section 2.</i></b>
<input type="checkbox"/>	I received the initial outgoing wire instructions directly from the <b>payee via fax</b> and <b>verified</b> the accuracy of the instruction by <b>calling the payee</b> at a phone number obtained independently from any phone number shown in the package. The instructions have not been modified or amended. <b><i>Proceed to Section 2.</i></b>
<input type="checkbox"/>	I received the initial outgoing wire instructions from the <b>payee</b> , which have been modified or amended in writing in person at the following date/time: _____ . <b><i>Proceed to Section 2.</i></b>
<input type="checkbox"/>	I received the initial outgoing wire instructions directly from the <b>payee by email</b> and <b>verified</b> the accuracy of the instruction by <b>calling the payee</b> at a phone number obtained independently from any phone number shown in the email. The instructions have not been modified or amended. <b><i>Proceed to Section 2.</i></b>
<input type="checkbox"/>	I received the initial outgoing wiring instructions <b>via a 3rd party</b> (e.g., attorney, realtor, lender) and have <b>verified</b> the accuracy of the instruction by <b>calling the payee</b> at a phone number obtained independently from any phone number obtained via the 3 <sup>rd</sup> party. The instructions have not been modified or amended. <b><i>Proceed to Section 2.</i></b>

**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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 V.2.0 08-19-2019

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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"/>	<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)