

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 3 rd 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 (<i>never use the phone number included in an email</i>):
☐	Original Order or Contract:
☐	Secure Portal:
☐	Internet Search:
☐	Other (<i>describe</i>):
☐	Name of Person I Spoke With: _____ Date: _____

ALTA Information Security Committee
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☐	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 (<i>describe</i>):

Verified By:

(Signature)

(Date)

(Printed Name)