

WIRE. WHAT I REQUIRE EVERY TIME. Proper Identification. Verbal Confirmation. Delivery Verification.

File Number: _____ Closing Date: ____ / ____ / ____ Buyer(s): _____ Seller(s): _____

INCOMING WIRE

OUTGOING WIRE

STEP 1: PROPER IDENTIFICATION

Wire Instructions Sent to or Received from:

Contact Name

Party in Transaction

Buyer Seller Lender Other _____

Verified Contact Phone _____

Encrypted Email _____

Fax Number _____

Date Instructions Sent ____ / ____ / ____

Date Instructions Received ____ / ____ / ____

Format of Delivery of Instructions

Encrypted Email Fax
 Mail/Overnight Seller Docs/Affidavit
 Hand Delivery Other _____

Initials _____

STEP 2: VERBAL CONFIRMATION

Date Confirmation Call Made ____ / ____ / ____

**Call the Verified Contact Phone indicated in Step 1.
Do not rely on individuals that call you.**

Wire Amount: \$ _____

INCOMING WIRE

Which Trust Account: _____

OUTGOING WIRE

Account Name

Account Number

Routing Number

Bank

Wiring Instructions Verbally Confirmed and Attached

Initials _____

STEP 3: DELIVERY VERIFICATION

Wire Authorized by (If Outgoing Wire)

Wire Initiated by (If Outgoing Wire)

____ / ____ / ____

Date Wire Sent

____ / ____ / ____

Date Wire Received

____ / ____ / ____

Date of Receipt of Wire Confirmation

____ / ____ / ____

Receipt of Wire Confirmed by

Type of Wire

Loan Payoff Seller Proceeds
 Other _____
 Equity Line Payoff **Remember the Block & Close Letter**

Initials _____

CHANGE IN OUTGOING WIRING INSTRUCTIONS? CHANGES TO WIRING INSTRUCTIONS SHOULD REQUIRE A SECONDARY REVIEW

Change Requested by: _____ Buyer Seller Lender Other _____

Was Change Requested by Contact: Yes No Date Change Request: ____ / ____ / ____

Manner of Change Request: Encrypted Email Telephone Fax Other _____

Initials _____

Was Change Verified Independently through Steps 1 and 2? Yes No

Who Confirmed Change: _____ Date Change Confirmed: ____ / ____ / ____

Manner of Confirming Change: Verified Contact Phone **(Recommended)** Encrypted Email Other _____

Change Approved By: _____ Date Change Approved: ____ / ____ / ____

Investors Title
INNOVATIVE BY INSTINCT