

ESCROW WIRE INITIATION QUESTIONNAIRE

1. How are your wires initiated?

Online

Hand deliver to your Financial Institution

Call your Financial Institution

Other

If your answer above is that you call your bank to initiate a wire or you hand deliver a check to your bank and complete a form to send out a wire then you DO NOT need to answer questions 2-4. Please sign on the 3rd page and return to us.

2. If wires are initiated online, are they initiated and approved by two people with a token or fob or a call back from the bank?

Yes

No

3. If a wire is initiated by one person, is there a written approval process of a different verification with your financial institution?

Yes

No

Explain: _____

4. Have you reviewed your wiring/bank agreement with your financial institution to understand what liability exists for you as a customer and what liability exists for the lending institution?

Yes

No

If you are using online wires, do you have, or are you willing to discuss with your financial institution, the following items (please initial items that have been completed):

_____	Dual controls- Be sure that more than one person's approval is needed before a transfer can take place
_____	Eliminate international transfers- Talk to your bank and ask to cut off all transfers to other countries without personal authorization
_____	Review wire agreements- If your bank is unwilling to offer any safeguards against wire fraud, consider finding one that will.
_____	Perform regular escrow reconciliations- Daily reconciliations of accounts is best, but agents should review them at least monthly.
_____	Review wire transfers daily- Be sure nothing was sent out that wasn't previously authorized and consider using a third party to identify unusual items in escrow account activity. Ask your bank if they have an auto-notification service that can notify you of each wire via email, fax, or text.

This form was completed and reviewed by:

Signature

Date

Printed Name