

Wiring Funds Checklist

Date: _____ Verifier Name: _____

File Number: _____ File Name: _____

1. Attach a copy of the funds transfer instructions to this page.
2. Check that the name of the sender of the instructions matches the name of the person you were expecting to send instructions in your file.
3. Verification method. (DO NOT use the phone number in the instructions)

Always use a trusted number such as the one from the file opening sheet or from a reliable directory.

*On file opening, obtain a password from the client and record it in the physical file

- Phone call OR In person
- Phone # called _____ Name on ID: _____
- Password confirmed* _____

4. Verify sender identity and payment details:

Person contacted (name and date): _____

Does the sender confirm they sent the funds transfer instructions?

- YES – continue on OR NO – immediately involve a lawyer or partner and proceed to Step 6

- Verify the payee and bank account details:

Payee: _____ Bank: _____

Institution number _____ Transit number _____ Account number _____

- Are the bank account details correct? If yes, continue on. If not, immediately proceed to Step 6.
- Are there any red flags? Any typos in the instructions or email address? Any issues or concerns that came up? If something is amiss, trust your instincts. Make a note and raise it with a lawyer or partner.

5. If the sender and payment instructions are correct, continue with normal processes and request cheque or wire.
6. If any part of the verification fails, STOP. Immediately involve a partner at your firm.
7. If payment instructions change, STOP. Involve a partner at your firm and complete the verification process again.
8. If funds were mistakenly sent before the process was completed:
 - a) IMMEDIATELY contact the bank and request a freeze and reversal.
 - b) IMMEDIATELY report the matter to LAWPRO: www.lawpro.ca/claims.
 - c) Consider reporting to any crime or cyber insurer you may have.
 - d) Review our article You transferred funds to the wrong account – what now? for further guidance.

This template is based on a document created by the Law Society of British Columbia's Lawyers Indemnity Fund (LIF)