



## Social Engineering Fraud EXAMPLE RETAINER LANGUAGE

*LAWPRO does not require you to use the following language or any specific language to satisfy the requirements. The example wording below is provided by LAWPRO for your consideration and use when you draft your own documents, to be adapted to suit your practice and matter for which it is being used.*

### Fraud Prevention

To prevent fraud and ensure the safe and accurate receipt, release, and transfer of any funds or assets, the following steps will always be taken to safeguard such assets:

1. We will only accept funds [or assets] from you [or additional party] by way of:
  - Electronic funds transfer to our trust account numbered \_\_\_\_\_
  - Wire transfer to our trust account numbered \_\_\_\_\_
  - Certified cheque delivered to us at \_\_\_\_\_
  - Additional method of funds or asset transfer \_\_\_\_\_
  
2. We will only transfer funds [or assets] to you [or additional party] by way of:
  - Electronic funds transfer to your account numbered \_\_\_\_\_
  - Wire transfer to your account numbered \_\_\_\_\_
  - Certified cheque delivered to you at \_\_\_\_\_
  - Additional method of funds or asset transfer \_\_\_\_\_
  
3. We will only release funds or assets to a third party upon receiving verbal confirmation of the transfer from you and any other party necessary to confirm the veracity of the transfer details.
  
4. You [or another party] should not expect to receive any revised instructions for the transfer of funds or assets from us. If you [or another party] receive any written communication advising of such a change that appears to come from us, immediately contact us at [insert telephone number] to verbally confirm these changes.
  
5. If we receive any changes to your [or another party's] contact information, or any changes to the instructions for the transfer of funds or assets as set out above, we will not act on these changes until we have verbally confirmed the new instructions in-person or by calling you [or another party] at the following phone number: [insert phone number]