

# IMPORTANT **ADVISORY** REGARDING WIRED PROCEEDS



*Due to increased fraudulent wire activity in the industry, if you are planning to have your proceeds wired at the close of escrow, please be prepared to do the following:*



## **#1 CONFIRM YOUR BROKERAGE ACCOUNT WIRE INSTRUCTIONS**

Contact your bank to obtain the correct **ABA** and **Account Number** for your brokerage account. Also confirm the proper party who is authorized to sign on behalf of this account.



## **#2 COMPLETE OUR CLIENT MASTER WIRE INSTRUCTIONS FORM**

You will complete a form that will provide escrow the correct wire transfer information for your brokerage account. This form **MUST** be notarized.



## **#3 ESCROW WILL REVIEW & APPROVE YOUR WIRE INSTRUCTIONS FORM**

Once your instructions have been completed they cannot be revised by email, fax or phone. Any change to the instructions will require a new form. This form must be notarized.

Escrow will provide a shipping label for the original once a copy is reviewed and approved.

**\*\*\*PLEASE NOTE THIS IS A ONE TIME ONLY PROCESS FOR ANY BROKER HAVING WIRE INSTRUCTIONS MASTERED. THIS MASTER WILL APPLY TO ALL FILES MOVING FORWARD AFTER APPROVAL\*\*\***