



## ALTA Rapid Response Plan for Wire Fraud Incidents - Response Worksheet

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| <p><b>Date/Time of Incident:</b> _____</p> <p><b>Date/Time Incident was Discovered:</b> _____</p> <p><b>Incident Discovered By:</b> _____</p> <p><b>Amount:</b> _____</p> <p><b>Transaction Affected (File Number):</b> _____</p> <p><b>Client/Parties Affected:</b> _____</p> <p><b>Systems/Devices Affected:</b> _____</p> <p><b>Response Coordinator:</b> _____</p> |                            |
| <p><b>Step 1: Alert Company Management - Notes:</b></p>  | <p><b>Assigned To:</b></p> |
| <p><b>Step 2: Report to Sending and Receiving Banks - Notes:</b></p>   | <p><b>Assigned To:</b></p> |
| <p><b>Step 3: Report to Law Enforcement - Notes:</b></p>   | <p><b>Assigned To:</b></p> |
| <p><b>Step 4: Confirm recall request was processed by Sending Bank - Notes:</b></p>  | <p><b>Assigned To:</b></p> |

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| <b>Step 5: Inform clients/parties affected - Notes:</b>                | <b>Assigned To:</b> |
| <b>Step 6: Review Incident Response Plan for next actions - Notes:</b> | <b>Assigned To:</b> |
| <b>Step 7: Contact insurance carrier(s) and legal counsel - Notes:</b> | <b>Assigned To:</b> |
| <b>Step 8: Hire counsel in country where funds were wired - Notes:</b> | <b>Assigned To:</b> |
| <b>Step 9: Document your response - Notes:</b>                         | <b>Assigned To:</b> |
| <b>Step 10: File a complaint with the FBI - Notes:</b>                 | <b>Assigned To:</b> |