

ALTA Rapid Response Plan for Wire Fraud Incidents - Response Worksheet

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

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