

# IMPORTANT **ADVISORY**

## REGARDING WIRED BROKER /CLIENTS FUNDS



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



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

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



### **#2 EMAIL WIRE INSTRUCTIONS**

Once instructions are received, escrow will call the approved phone number to verify the instructions prior to wiring out funds.

**OR**

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

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



### **#3 ESCROW WILL REVIEW & APPROVE THE WIRE INSTRUCTIONS**

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.

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

