ALTA Rapid Response Plan For Wire Fraud Incidents

—RESPONSE WORKSHEET—

Date/time of incident ______________________

Date/time incident was discovered ______________________

Incident discovered by ______________________

Amount ______________________

Transaction affected (file number) ______________________

Client/parties affected ______________________

Systems/devices affected ______________________

Response coordinator ______________________

Step 1	**Alert company management** — Notes:	Assigned to:
Step 2	**Report to sending and receiving banks** — Notes:	Assigned to:
Step 3	**Report to law enforcement** — Notes:	Assigned to:
Step 4	**Confirm recall request was processed by sending bank** — Notes:	Assigned to:
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: