



OHIO BAR LIABILITY INSURANCE CO.

WIRING INSTRUCTIONS: DO'S & DON'TS

DO	DON'T
<ul style="list-style-type: none">✓ Notify all parties to transaction of wiring procedures at outset✓ Have client sign & return wiring notice.✓ For residential transactions, include 1349.21 ORC language in notice and engagement letter✓ Obtain a phone log at outset of trusted phone numbers	<ul style="list-style-type: none">✓ Do not accept changes to wiring instructions:<ul style="list-style-type: none">✓ From a free email account✓ For a different bank or branch✓ For a different account name or number✓ Do not call a number not in the trusted phone log
DO	DON'T
<ul style="list-style-type: none">✓ Send wiring instructions only to buyer or intended recipient✓ Send wiring instructions in a secured manner	<ul style="list-style-type: none">✓ Do not forward wiring instructions through a realtor or other third party✓ Do not send wiring instructions on a free or unsecured email account.
DO	DON'T
<ul style="list-style-type: none">✓ Educate clients & staff about wire fraud✓ BEFORE sending any wire, independently verify wiring instructions by calling trusted phone number✓ Verify wire receipts by calling bank directly or logging into secure banking portal	<ul style="list-style-type: none">✓ Do not allow wire transfers to be made without proper verification✓ Do not call phone numbers listed in email purporting to change wiring instructions✓ Do not rely on email or fax confirmation of wire, as it can be fraudulent