

## Funds Transfer Instructions Verification Checklist

Date:	Verifier Name:
File Number:	File Name:

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1. Attach a copy of the funds transfer instructions to this page.
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2. Check that the name of the sender of the instructions matches the name of the person you were expecting to send instructions in your file. If not, involve a lawyer and have the lawyer complete the verification process.
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3. **Verification method DO NOT use the phone number in the instructions.**  
Always use a trusted number such as the one from the file opening sheet or from a reliable directory. \*On file opening, obtain a password from the client and record it in the physical file
- Phone call** **OR**  **In person**  
 Phone # called \_\_\_\_\_ Name on ID: \_\_\_\_\_  
 Password confirmed\*: \_\_\_\_\_
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4. **Verify sender identity and payment details:**  
 Person contacted (name and date): \_\_\_\_\_  
**Does the sender confirm they sent the funds transfer instructions?**
- YES – continue on**    **OR**     **NO – immediately involve a partner and proceed to Step 7**
- Verify the payee and bank account details:  
 Payee: \_\_\_\_\_ Bank: \_\_\_\_\_  
        Institution number     Transit number     Account number
- Are the bank account details correct? If yes, continue on. If not, immediately proceed to Step 6.
- Are there any red flags? Any typos in the instructions or email address? Any issues or concerns that came up? If something is amiss, trust your instincts. Make a note and raise it with a partner.
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5. If the sender and payment instructions are correct, continue with normal processes and request cheque or wire.
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6. Confirm secondary verification has been completed by:  
 (i) Physically providing (ie, *not* by email) a copy of the completed checklist to your lawyer; and/or  
 (ii) Meet or phone your lawyer with an agreed upon password or personal reference to confirm that *you – not an imposter* – have completed the checklist.
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7. If any part of the verification fails, **STOP**. Immediately:  
 a) Involve a partner at your firm.  
 b) Contact the bank and request a freeze and reversal, if for some reason funds were mistakenly sent before the verification process was completed.  
 c) [Contact LIF](#) and any crime or cyber insurance you may have.
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8. If payment instructions change, **STOP**. Involve a partner at your firm and complete the verification process again.
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