

## Wire Transfers – Best Practices

**It is important to perform proper due diligence.** Make sure you know the companies and individuals that you are conducting business with prior to wiring payments to them.

**A wire transfer is irrevocable.** There is no guarantee that funds can be recalled once they are sent. Please ensure that the wire details are accurate and the beneficiary's banking information is up to date.

### Stay alert and vigilant with wire fraud trends:

**Advanced Fee Fraud** – This occurs when a fraudster contacts you via email, telephone or mail and tells you that there is money owed to you.

- They typically claim that you have lottery winnings or an inheritance.
- You may be asked to send cash to pay for taxes or legal fees, in order to claim the promised funds. If the fraudster is successful, additional money requests may follow.
- Commonly, they will promise to send you the funds after the legal issues or taxes have been resolved.

**Overpayment for Sale of Item** – This occurs when you have a legitimate item advertised for sale and the fraudster poses as a buyer of the item and will send you a check for more than the asking price.

- The “buyer” will then ask you to deposit the check and wire the amount that was overpaid back to them.
- The check is later returned to you as counterfeit and the fraudster has collected the merchandise, as well as the funds that were wired to them.
- Even though you may have received credit in your account for the check you deposited, this does not mean the funds have cleared! If the check is returned fraudulent, the funds will be removed from your account. You can contact the bank to confirm the check validity.

**Hijacked Company Email** – This occurs when your (or your trusted vendor's) email account credentials are compromised.

- The fraudster is able to log into the account remotely and track correspondence between company executives and staff in charge of sending wire payments.
- Typically they will then instruct the payables staff to send an “urgent” wire, which are timed when the executive is not in the office, working off-site and are unable to confirm in person.
- **Practice Dual Control:** Always obtain verbal confirmation or other secured methods of follow-up, between staff, especially when a high sense of urgency is stressed. Contact your vendor, especially when the payment seems inconsistent with typical transaction behavior or if the banking details suddenly change.
- **Email address and language:** Be observant of the e-mail address. Criminals can create a fake email account that may be slightly different from your company's or vendors' established format. The writing style may also appear inconsistent from the sender's typical emails to you.

**When in doubt, don't send it out!** If you suspect something isn't right, contact the bank for assistance.