***NOTICE****: The following has been provided by WBA committee and section volunteers for use by member banks.
It should be reviewed and revised as appropriate to the user-bank’s own policies, procedures, and practices.*

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| Unusual Incident Report |
| Use for reporting: Consumer Complaints, Red Flag & ID Theft, Suspicious or Fraudulent Activity, or any policy/procedure violations. |

(This form must be sent to the BSA Officer within **three** days of the incident.)

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| --- | --- | --- | --- |
| Date of Incident: |  | Name of customer/employee/suspect: |  |
| Time of incident: |  | Branch Location: |  |
| Describe the incident in detail (what caused you to believe this is suspicious?) Include who, what, when, where and why:  |
| If applicable or known, which policy or procedure do you believe was violated? |
| Your name: (optional) |  |
| Date: (mandatory) |  |
| May we contact you for additional information? If so, list a phone number and the best time to call. |  |

**(Back office use ONLY)**

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| **Consumer Complaint** □ | **Red Flag & ID Theft** □ | **Suspicious Activity** □ |
| **Fraudulent Activity** □ | **Policy/Procedure Violation**□ | **Other** □ |