***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.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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** □ |