

# How to Request Information

*When initiating a collaboration request, remember that a strong overall collaboration begins with an informative request. By providing details and quality information in your outgoing collaboration request, you are increasing the likelihood, speed, and quality of collaboration responses from the other institution.*

When reaching out to another institution about an entity, **consider the five Ws:**

**Why?** Outline the reasons why you think their activity or transactions are unusual.

**Who?** Provide identifying information for the entity.

**Where?** Indicate the type of activity you are investigating and what you are hoping to learn.

**When?** Provide a brief timeline for the customer's activity.

**Where?** Include any information you know about the movement of funds at your institution.

## Sample request for information

Pursuant to Section 314(b) of the USA PATRIOT Act, National Bank would like to initiate a sharing of information request with Red, White & Blue Bank. Lisa Stacks is 314(b) contact at National Bank.

I am requesting information regarding multiple wires from our customer, Andrew Cullum, to a single customer at Red, White & Blue Bank.

### Details:

Sender Name: Andrew Cullum

Sender Acct #: a3344-0055-0667

Recipient Name: Lee DeFranco

Receiver Acct # c5566-0044-2345

Wire Amounts: \$6500; \$8500; \$4500

Wire Dates: Jun-1 2015; Jun-2 2015; Jun-4 2016

We are investigating a high volume of wires as listed above, totaling nearly \$20,000 transferred to a single receiver. This type of activity is unusual for the customer, and we are investigating this as potential money laundering activity.

### Our specific questions are:

- Can you provide any details about the destination or use of funds transferred?
- Do you have any BSA/AML concerns, current or prior, with the receiving customer, or activity being conducted on the account?

**TIP:** Consider stating that you are requesting information under Section 314(b) of the USA PATRIOT Act.

**Who?**

**What?**

**When?**

**Where?**

**Why?**

**REMEMBER** to specify what information you want to learn.