

Funding Verification Record™

05 - VERIFY | Submitted Is Not Complete. Verified Is Complete.

Use this record after a funding request has been submitted. Confirm that the institution actually completed the intended action, that the result matches what was requested, and that you have evidence you can keep.

1. Asset or Account

Asset / Account:		Institution:	
Account / Reference (last 4 only):		Action Requested:	
Date Submitted:		Date Checked:	

2. How Was the Result Verified?

☐ Updated account statement	☐ Written confirmation from the institution
☐ Updated beneficiary confirmation	☐ Recorded deed or other recorded document
☐ Online account record showing the completed change	☐ Confirmation or reference number
☐ Verbal confirmation from institution representative	☐ Other evidence

3. Verification Result

☐ VERIFIED COMPLETE - The intended action was completed and the result matches what was requested.
☐ PARTIALLY COMPLETE - Some action occurred, but something is still outstanding.
☐ NOT COMPLETE - The requested action has not been completed.
☐ RESULT DOES NOT MATCH - The institution completed something different from what was intended.

4. Evidence and Details

Evidence received / where it is kept:
Confirmation / reference number:

5. If Something Is Still Outstanding

What is still needed or needs to be corrected?	
Next action:	Follow-up date:

6. VERIFY Complete?

☐ I confirmed the requested action was actually completed. ☐ I confirmed the result matches what was intended. ☐ I kept available evidence of the completed action. ☐ I resolved, or identified, anything still outstanding. ☐ This Funding Verification Record™ is complete.
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Do not mark the item complete until the result has been confirmed. If additional action is required, complete that step and return to VERIFY.