# **Business Email Compromise (BEC) Incident Transaction Details Evidence Guide Part of the BEC Incident Response Toolkit**

### **Introduction**

This document is designed to meticulously capture and organize details related to financial transactions in a Business Email Compromise (BEC) incident. Precise documentation here is crucial for the recovery process and for reporting the incident to relevant authorities.

## **Transaction Details**

#### **Financial Transaction Information**

Objective: To record specifics of the financial transaction involved in the BEC scam.

## **Transaction Information**

Transaction Details:

| **Date and Time of Transaction** | **Amount Transferred** | **Sender Account Number** | **Receiver Account Number** | **Bank Names and Branches** |
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## **Payment Instructions**

**Objective**: To document how the payment request was made and the specific instructions given.

**Payment Request Information**

| **Mode of Payment Request (Email, Phone, etc.)** | **Specific Instructions/Requests by Scammer** |
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