External Fraud Incident Documentation

Incident Details

Date of Incident

Time of Incident

Date Reported

Location / System Affected

Reported By

Incident Description

Describe what happened

Suspected Method of Fraud

Method Used

Type of Fraud (e.g., Phishing, Malware, Social Engineering)

Impacted Parties

Individuals / Departments Impacted

Actions Taken

Immediate Actions Taken

Authorities or Teams Notified

Investigation Notes

Details of Investigation

Resolution & Recommendations

How was the incident resolved?

Recommendations for Future Prevention

Reviewed By

Name & Title

Review Date