Subpoena for Bank Records Checklist

Note: This List Should be Complete For Each and Every Account Subpoenaed

Subpoenaed Item Description	Records Received Date	Records Reviewed and Analyzed	Records Exam Completed
Account Opening Documents			
Signature Cards			
Change of Signatory Cards - Documents			
Account Title Status Change Documents			
Financial Power of Attorney Documents			
Monthly Statements			
Front and Back Copies of All Cancelled Checks			
Deposit Tickets			
Checks In Deposit			
Withdrawal Tickets			
Cashier's Checks			
Courtesy Checks			
Wire Transfers			
Online or Internet Transfers			
Written Correspondence or Communication Incoming or Outgoing			
Any Financial Institution Written or Electronic Comments, Notes on this Account or the Account Holder			
Any Financial Institution E-mails, Alerts on this Account or the Account Holder			
Currency Transaction Reports or CTR's			
Suspicious Activity Reports – or SAR's			
Account Closure Documents			
Your Description of any other Case Specific, or Financial Institution Specific Item (Example Wells Fargo Computer Systems are SVT – Store Vision Teller and SVP - Store Vision Platform)			
Your Description Here -			
Account Closure Documents			
Account Closure Check or Other Disbursement Item			