

FinCEN Reporting OCR Order Template Instructions and Example

This template example, with the fields below, will work very well with the document-reading easy-ordering system. Your title software may be able to create custom export forms using the listed fields. Including these fields will start a report with best practices.

Notes:

- The template reading system is smart and does not require a specific order of fields or strict formatting for dates or addresses. Having these fields present in your export will make ordering easier.
- The legal description can be provided later if you do not have it when starting your order. It is highly recommended, however, to include it at the beginning on your template wherever possible.
- Phone numbers are not required but should be added so our team can call buyers or sellers if they enter deadline watch status (close to closing and incomplete).
- Include multiple sellers if there is more than one.
- The earnest money deposit is optional but highly recommended to simplify processing.
- File numbers are optional but can help with tracking and powering email alert automations. These are the file numbers you use in any external system. We enable importing these to help your tracking between systems.
- Include as many fields from below as you can in your template to make ordering easier.
- These will populate all report order forms automatically but can be changed after. You can update or go into any report to change details if needed after the template is used to start a report.

EXAMPLE TEMPLATE FORM TO EXPORT FROM TITLE SOFTWARE

Property Address: 123 Test St., Miami, FL 33313

Legal Description: Lot 12 Test Subdivision as dated and recorded in Instrument No. 4569784654 on 9/9/2019

Closing Date: October 24, 2026

Purchase Price: \$300,000

Earnest Money Deposit: \$5,000

Buyer Name: Sample Entity LLC (or full trust name)

Buyer Email: examplebuyeremail@fincenfetch.com

Buyer Phone Number: (888) 888-8888

Seller Name: John Smith (or entity name)

Seller Email: exampleselleemail@fincenfetch.com

Seller Phone Number: (999) 999-9999

File number: File number from your system (optional)