

**Louisiana Bar Foundation**  
**Interest on Lawyers Trust Accounts (IOLTA) Program**  
**909 Poydras St., Ste. 1550, New Orleans, LA 70112**  
**Telephone: 504/561-1046**  
**Fax: 504/566-1926**  
**www.raisingthebar.org**

DATE \_\_\_\_\_

**NOTICE TO CERTIFIED ELIGIBLE FINANCIAL INSTITUTION:**

**Enrollment**

Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

Financial Institution Address: \_\_\_\_\_

Attorney Social Security # or Firm Tax I.D.# \_\_\_\_\_

Law Firm Name: \_\_\_\_\_

Law Firm Address: \_\_\_\_\_

Law Firm Phone: \_\_\_\_\_ Law Firm Fax: \_\_\_\_\_ Law Firm Email: \_\_\_\_\_

Governance

We are an eligible participant in the Interest on Lawyer's Trust Accounts Program established under Amended Rule 1.15 of the Louisiana State Bar Association's Rules of Professional Conduct and by Order of the Louisiana Supreme Court amended January 3, 2008, directing that the Lawyer's account whose name and number are set forth above should be placed in an interest-bearing account paying an interest rate comparable to the highest interest rate or dividend available from the institution to its non-IOLTA customers when the IOLTA account meets or exceeds the same minimum balance or other eligibility qualifications, if any. No change is to be made in the authorized signatories on file in your institution.

Remittance

Interest or dividends, net of any allowable reasonable fees on the average monthly balance in the account, or as otherwise computed in accordance with your standard accounting practice, should be remitted at least quarterly by check mailed to the Louisiana Bar Foundation (LBF) or by ACH debit. For each remittance, a report must be transmitted to the LBF office indicating the name of the account and account number, the rate of interest or dividend applied, the amount of interest or dividends earned, the types of fees deducted, if any, and the average account balance for each account for each month of the period in which the report is made. Simultaneously, a statement should be provided by the financial institution to the participating attorney or law firm.

Tax Identification Number

The Louisiana Bar Foundation TIN is: 23-7100704 and should be used on all IOLTA accounts unless otherwise directed by the Louisiana Bar Foundation. The Louisiana Bar Foundation is a tax-exempt organization under Section 501(a) of the Internal Revenue Code. Therefore, you are not required to file IRS 1099 Form. Also, a 1099 should not be sent to an attorney for accounts bearing the Louisiana Bar Foundation's TIN.

Authorization

By authorization provided below, this attorney/firm agrees to and will abide by your standard rules, regulations or other agreement governing the IOLTA account. We agree to provide such further documentation of our agreements as you may reasonably require in order to maintain this account. We also authorize and request that you abide by any special instructions regarding the handling of the IOLTA accounts which you may receive from the Louisiana Bar Foundation.

We confirm and acknowledge that you have not made any representation that this account conforms to any ethical standards applicable to members of the Louisiana State Bar Association and that you have responsibility to insure compliance now or in the future to members of the Louisiana State Bar Association.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

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NOTICE TO BAR FOUNDATION:

DATE \_\_\_\_\_

The undersigned provides the following information regarding the Interest on Lawyer's Trust Accounts (IOLTA) program established by the Louisiana Supreme Court by Order Rule 1.15 of the Louisiana State Bar Association's Rules of Professional Conduct as amended January 3, 2008. Interest may be transferred by check, ACH, or any method approved by the Federal Reserve System.

Through the Notice to Certified Eligible Financial Institution form (copy attached) my financial institution has been authorized to report the name of each account and account number, the rate of interest or dividend applied, the amount of interest or dividends earned, the types of fees deducted, if any, and the average account balance for each month of the period in which the report is made to the Louisiana Bar Foundation.

**INFORMATION ABOUT YOUR FINANCIAL INSTITUTION (TO BE COMPLETED BY ATTORNEY/LAW FIRM):**

Attorney/Law Firm Trust Account No. \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Financial Institution Name: \_\_\_\_\_  
Financial Institution Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

**INFORMATION ABOUT ATTORNEY/LAW FIRM (TO BE COMPLETED BY ATTORNEY/LAW FIRM):**

Attorney Name: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Firm's Tax I.D. OR S.S. # \_\_\_\_\_ (TIN)      Email \_\_\_\_\_  
Attorneys Bar Roll # \_\_\_\_\_  
  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Number of Attorneys in Firm: \_\_\_\_\_  
  
Authorized signature (s): \_\_\_\_\_  
Name of Person Signing: \_\_\_\_\_

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**INSTRUCTIONS TO ATTORNEY:**

If you are converting an existing non-interest bearing account to an interest bearing account simply mail **both** this form and the Notice to Certified Eligible Financial Institution to LBF and we will send notice to your financial institution . If you are setting up a **new** account you must complete the attached Notice to Certified Eligible Financial Institution and provide to your financial institution when you set up the account. Also complete this Notice to Bar Foundation and return to LBF with a photocopy of the Notice to Certified Eligible Financial Institution.

Mail or Fax to: The Louisiana Bar Foundation - information above

Please indicate the following:

( ) First IOLTA account, ( ) Additional IOLTA account at same financial institution, ( ) Additional IOLTA account at different financial institution, ( ) Changed financial institutions