DC IOLTA ACCOUNT REGISTRATION FORM

COMPLETE AND DELIVER BOTH PARTS OF THIS FORM TO YOUR FINANCIAL INSTITUTION AND TO:

District of Columbia Bar Foundation IOLTA Program
Email: IOLTA@dcbarfoundation.org FAX: 202-467-3753
Mail: 200 Massachusetts Ave. NW #700, Washington DC 20001

NOTICE TO FINANCIAL INSTITUTION

To:_____ Date:_____
(Name of Financial Institution)

The undersigned has opened an account in the District of Columbia Interest on Lawyers' Trust Accounts (IOLTA) Program established by District of Columbia Court of Appeals Rule XI, §20. Under this program, interest on the account described below is to be paid directly by you to the District of Columbia Bar Foundation, a tax-exempt 501(c)(3) organization. Any service charges related to paying interest on this account will be waived or charged to the Bar Foundation. The undersigned, however, agrees to be responsible for all other reasonable maintenance charges or special transaction fees, as permitted under the Rule. **The account should bear the DC Bar Foundation's Federal TIN (#52-1109547) as the DC Bar Foundation is the beneficial owner of the interest.** In addition, all reports and Internal Revenue Service forms relating to interest paid must include the Foundation's tax ID number and must be sent to the DC Bar Foundation. Please see DC IOLTA Program Guidelines for Financial Institutions, available online at www.dcbarfoundation.org/iolta.

Name of Law Firm/Law Firm Opening Account:_____

Address:_____

City:_____State:_____ Zip:_____ Telephone: (_____) _____

- **The title on each DC IOLTA account shall include the name of the lawyer or law firm that controls the account, as well as "DC IOLTA Account" or "IOLTA Account".**

  Account Title:_____Account No.:_____

- **Remit interest and reports monthly or quarterly to:** District of Columbia Bar Foundation:
  Email: IOLTA@dcbarfoundation.org FAX: 202-467-3753
  Mail: 200 Massachusetts Avenue NW Suite 700, Washington DC 20001

- ***Bank statements for this account should be sent only to the lawyer or law firm. Any overdraft notices should be sent to the lawyer or law firm and to the Office of Disciplinary Counsel, 515 Fifth Street NW, Building A, Suite 117, Washington DC 20001, Phone 202-638-1501 / Fax 202-638-0862.***

By: Name (Please Print)_____Signature:_____

NOTICE TO THE DISTRICT OF COLUMBIA BAR FOUNDATION

Name of Law Firm/Lawyer Opening Account:_____

Address:_____

City:_____ State:_____ Zip:_____ Phone: (_____) _____

CHECK ONE:

____ This is my/my firm's only District of Columbia Interest on Lawyers' Trust Accounts (IOLTA) account.
____ I have (an) additional account(s) in the DC IOLTA Program. Please list below:

1. Please attach a list of lawyers in the firm **(include DC Bar number)** who are covered by the account registered herein.

2. The estimated average monthly balance, or range of deposits during a month is (optional): $ _____

By: Name (Please Print)_____DC Bar Number_____

Signature:_____