



NOTICE TO FINANCIAL INSTITUTION TO ESTABLISH AN IOLTA ACCOUNT

Attorney Information

INSTRUCTIONS TO ATTORNEYS: Business and Professions Code section 6211(a) requires attorneys who receive or disburse client funds in trust, to establish an unsegregated trust account for any such funds that are nominal in amount or that are on deposit for a short period of time, and that therefore are not appropriately deposited to individual interest-bearing accounts. This obligation is further described in the Business and Professions Code and in "[Guidelines for Attorneys](#)".

(1) Complete this form, (2) take this form to a financial institution eligible to offer IOLTA accounts, and (3) update your account information on [My State Bar Profile](#).

FIRM NAME: _____

ATTORNEY NAME: _____ LICENSE# _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ EMAIL: _____

FINANCIAL INSTITUTION NAME: _____

ACCOUNT NO.: _____

ADDRESS: _____

The attorney(s) identified above hereby enroll(s) in the State Bar of California's Interest on Lawyers' Trust Accounts (IOLTA) program (Business and Professions Code Business section 6091.2, 6211, 6212, and 6213(j)). Under this program, please open the law firm's interest-bearing account.

Financial Institution Information

INSTRUCTIONS TO FINANCIAL INSTITUTIONS: All attorney IOLTA trust accounts must earn interest or dividends comparable to those earned by other accounts of similar size at the same financial institution. Interest in accordance with your standard account disclosure must be remitted monthly or quarterly, pursuant to Business and Professions Code section 6212 and 6213.

The account should be designated as a fiduciary account in the attorney or law firm's name and must bear the State Bar of California's Taxpayer Identification Number to ensure that interest or dividends generated by this account will be paid to the State Bar's IOLTA program. No IRS Form 1099 is required to be filed for IOLTA accounts. IOLTA accounts are NOT subject to back-up withholding.

For information, please visit the [Client Trust Accounts and IOLTA](#) webpage. The State Bar's Office of Access & Inclusion is available for any questions you may have. Please contact us at iolta@calbar.ca.gov or 415-538-2252 with your inquiries.

Do not send form to the State Bar of California. Update your IOLTA account information on your My State Bar Profile.