THE STATE BAR OF CALIFORNIA

LEGAL SERVICES TRUST FUND PROGRAM

NOTICE TO FINANCIAL INSTITUTION TO ESTABLISH AN IOLTA ACCOUNT

ATTORNEY INFORMATION

INSTRUCTIONS TO ATTORNEYS: Business and Professions Code sec. 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" at www.calbar.org/iolta.

Pursuant to this obligation, you are requested as follows:

(1) Complete this form, (2) Take this form to a financial institution eligible to offer IOLTA accounts, (3) Send a copy of the completed form to the Legal Services Trust Fund Program of the State Bar of California along with a list of all lawyers in the firm. You may also update your account information on the State Bar website www.calbar.ca.gov at "My State Bar Profile."

FIRM NAME: _____

ATTORNEY NAME: _____ MEMBER#: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____

FINANCIAL INSTITUTION NAME: _____

ACCOUNT NO.: _____

ADDRESS: _____

☐ SEE ATTACHMENT FOR ADDITIONAL NAMES.

The attorney(s) identified above hereby enroll(s) in the State Bar of California's Interest on Lawyers' Trust Account (IOLTA) program (Business and Professions Code sec. 6210 et seq.). Under this program, please open my/our law firm's interest-bearing account.

The account should be designated as a fiduciary account in my/our 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.

FINANCIAL INSTITUTION INFORMATION

INSTRUCTIONS TO FINANCIAL INSTITUTIONS: All attorney 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 sec. 6212, to:

The State Bar of California, Legal Services Trust Fund Program
Dept. 05-590, San Francisco, CA 94139

OR: by wire transfer to Wells Fargo Bank
Tax ID # 94-6001385

For more information about the IOLTA program and the nonprofit organizations it supports, or for assistance in setting up this account, remitting interest or dividends to the State Bar of California, or handling remittance errors, please visit the State Bar's website at www.calbar.ca.gov/IOLTAbanks or call Elena Enzweiler at (415) 538-2532. We encourage remittance by wire transfer.

COPIES TO THE FINANCIAL INSTITUTION, THE ATTORNEY, AND THE TRUST FUND PROGRAM