Please complete form and give to your financial institution.

REQUEST TO ESTABLISH IOLTA ACCOUNT

Date: _____

TO [Institution]:

_____

FROM [Entity]:

_____ ("Entity")

The Entity listed above handles client money and is therefore requesting to open an IOLTA (Interest on Lawyers' Trust Account) account with your financial institution.

The proper handling of client money for work performed by the Entity under the Washington Supreme Court Order for Authorization to Practice Law is governed by RPC 1.15A – Safeguarding Property. The interest earned on IOLTA accounts is remitted to the Legal Foundation of Washington.

An authorized entity may not receive earnings credits or any other benefit from the financial institution based on the balance maintained in a trust account.

You must utilize the Foundation's tax identification number on IOLTA accounts: 91-1263533. Because the Legal Foundation of Washington, the beneficiary of the interest on IOLTA accounts, is a section 501(c)(3) charitable organization, IRS form 1099 should not be completed for IOLTA accounts.

Inquiries and ACH instructions may be directed to the Legal Foundation of Washington, Special Accounts Receivable Manager, Linda D. Graham at ldgraham@legalfoundation.org or (206) 957-6282.

Thank you for your prompt attention to this request. Your cooperation and support for this important program are greatly appreciated.

Sincerely yours,

_____

Authorized Entity Compliance Officer