

# NOTICE TO FINANCIAL INSTITUTION TO ESTABLISH AN IOLTA ACCOUNT

To: \_\_\_\_\_  
Financial Institution

From: \_\_\_\_\_  
Law Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Bank Phone No.

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Fax No.

## Instructions to Financial Institution:

Pursuant to Rule 1.15 of the Model Rules of Professional Conduct, as amended by Order of the Supreme Court of Arkansas, effective January 1, 1995, the undersigned's law firm trust account must be subject to negotiable order of withdrawal (NOW Account), with the interest payable directly to the Arkansas IOLTA Foundation, Inc. **The interest should not be credited to the undersigned.**

The account should be designated as, Arkansas IOLTA Account of

\_\_\_\_\_  
(Lawyer or Law Firm Name)

Date account opened: \_\_\_\_\_.

Account number: \_\_\_\_\_.

Effective as of the date above, interest on all funds in this account, computed in accordance with your standard accounting practice, should be remitted to the Arkansas IOLTA Foundation. The law firm authorizes the bank to remit the interest on this account by ACH pre-authorized debit or by check or by any other method approved by the Federal Reserve System.

**The Arkansas IOLTA Foundation's tax identification number should appear on the account; the number is 71-0611874.** The bank is **not** required to report the interest income (IRS Form 1099), but if you elect to do so, show the Arkansas IOLTA Foundation as the recipient.

**Instructions to Attorney:**

**Complete and submit this form to your bank and to:**

Arkansas IOLTA Foundation, Inc.  
625 Marshall Street  
Little Rock, AR 72201  
(501) 682-9421 (phone)  
(501) 682-9415 (facsimile)

**Please list the names of all authorized signatories on the account:**

_____	_____
_____	_____

**Please list the names and bar numbers of all attorneys who will use this account in the course of their practice (attach additional page(s) if needed):**

_____	_____
(Name)	(Bar Number)
_____	_____
(Name)	(Bar Number)
_____	_____
(Name)	(Bar Number)
_____	_____
(Name)	(Bar Number)
_____	_____
(Name)	(Bar Number)
_____	_____
(Name)	(Bar Number)
_____	_____
(Name)	(Bar Number)