

Notice to Financial Institution

TO: _____ FROM: _____

(Depository Institution) (Attorney/Law Firm)

Re: **The Georgia IOLTA Project**
Remitting interest to the Georgia Bar Foundation

The undersigned elect(s) to participate in the interest on lawyer trust account (IOLTA) project authorized by the Supreme Court of Georgia. Under this project, the undersigned account whose name and number are set forth below should be made interest-bearing subject to negotiable orders of withdrawal (NOW accounts). No change is being made in the authorized signatures on file with your institution. Existing check blanks and deposit slips will continue to be used, and the account number need not be changed.

Interest on the average monthly balance in the account, or as otherwise computed in accordance with your standard accounting procedure (net of customary service charges), should be remitted at least quarterly by check mailed to the Georgia Bar Foundation, P.O. Box 101528, Atlanta, Ga. 30392-1528; call 404-588-2240 if you prefer remitting via ACH. The tax I.D. number (58-0552594) of the account should, however, be that of the Georgia Bar Foundation, not of the law firm. No Form 1099 needs to be filed with the I.R.S.

In addition to the interest remitted, this document requires you to send to the Foundation a statement showing the name of the account, its average daily balance, the interest rate applied, any service charges deducted, and the amount of interest remitted for the account. At the same time, please provide a statement showing this information to me.

If your institution maintains NOW trust accounts for more than one attorney or law firm participating in the IOLTA Project, you may find it convenient to make a single remittance for all accounts. If you elect to do so, please submit together either all the statements applicable to the attorneys and firms for which the single remittance is made or an Excel spreadsheet containing the same information. Please note that a loss (Gross interest minus service charge is less than zero) on one IOLTA account cannot reduce interest remitted to the Foundation from other IOLTA accounts at your bank.

Inquiries concerning The Georgia (IOLTA) Project may be directed to Len Horton at the Georgia Bar Foundation, 104 Marietta Street, Suite 610, Atlanta, GA 30303; 404-588-2239.

Establishment of NOW trust accounts by law firms, including professional associations to implement this project, has been approved by the Federal Reserve System and the Federal Home Loan Bank Board. Copies of the opinions are available from the Georgia Bar Foundation.

Thank you for your prompt attention to this request. Your cooperation and support for this important project benefiting the citizens of Georgia are much appreciated.

Account Name: _____
Account No.: _____
Date: _____

Authorized Signatures for the Trust Account:

cc: Georgia Bar Foundation, Inc.
(with firm letterhead enclosure)