



## INTEREST ON LAWYERS TRUST ACCOUNTS (IOLTA) ENROLLMENT FORM

**INSTRUCTIONS:** Please complete this form and provide the original to your financial institution, retain a copy for your records, and send a copy to the South Carolina Bar Foundation via email: [iolta@scbar.org](mailto:iolta@scbar.org); fax: 803-779-6126; or mail: South Carolina Bar Foundation, PO Box 608, Columbia, SC 29202. For questions, please call 803-765-0517. If completing this form for a firm, attach a list of attorneys (including bar numbers) who will use the account in the regular course of practice.

This form is used for:

- Opening an IOLTA account or
- Converting a non-interest bearing trust account to an IOLTA account

NAME OF ELIGIBLE FINANCIAL INSTITUTION: \_\_\_\_\_

NAME OF LAW FIRM/ENTITY (Depositor): \_\_\_\_\_

CONTACT PERSON FOR LAW FIRM/ENTITY: \_\_\_\_\_

ADDRESS OF LAW FIRM/ENTITY: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

The depositor hereby instructs the financial institution to establish an IOLTA account in the name of the depositor, as follows:

- The depositor's IOLTA account is to be established at an "eligible institution" as determined by the South Carolina Bar Foundation (a list is available at [www.scbarfoundation.org](http://www.scbarfoundation.org)). The account shall be maintained as an interest bearing checking account or an investment product which is a daily (overnight) financial institution repurchase agreement or an open end money market fund.
- The taxpayer I.D. number for all IOLTA accounts is **#23-7181552**.
- Monthly bank statements should be sent to the account owner, not the Bar Foundation.
- Accrued interest shall be remitted to the South Carolina Bar Foundation by ACH transfer or by check mailed to: South Carolina Bar Foundation, PO Box 608, Columbia, SC 29202.

TRUST ACCOUNT #: \_\_\_\_\_ SC BAR #: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZED BANK REPRESENTATIVE (please print): \_\_\_\_\_

AUTHORIZED BANK REPRESENTATIVE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_