

CHECKLIST FOR CLOSING IOLTA ACCOUNT

1. Fully reconcile the IOLTA account. Any funds remaining in the account should correspond to specific clients or nominal funds used to open the account or should cover reasonably anticipated bank charges.
2. Contact the bank to determine whether there will be any charges associated with closing the account. If a closing fee will be assessed, deposit sufficient funds to cover the closing fee into the IOLTA account. You are responsible for this bank charge – do not use client funds to cover this fee.
3. Prepare and send final client bills, if necessary.
4. Disburse funds belonging to clients. Send to clients with a duplicate copy of their final bill or prepare cover letters transmitting your checks.
5. If there are unclaimed trust account funds, please send them to the “Lawyers Fund for Client Protection” at the attention of the SC Bar Risk Management Director, 950 Taylor Street, Columbia, SC 29201.
6. Disburse funds belonging to you (earned fees, reimbursement for costs advanced) and deposit into your business account.
7. Do not close the account until all outstanding checks have cleared the account.
8. Shred unused checks and deposit slips once the IOLTA account is closed. This will prevent fraud and protect you from mistakenly using checks and deposit slips from your closed account.
9. Keep the IOLTA check register, client ledgers, bank statements, and other records for at least five years.
10. Notify the South Carolina Bar Foundation using the “Notice of IOLTA Account Closing” form found on the website.