



How To Establish Your Iolta Account

- **Setting up an IOLTA account is quick and easy**

Complete the “Notice to Financial Institution Form” on the reverse side.

- √ Take the “Notice to Financial Institution Form” to your financial institution **and** fax a copy to Angie Cook at the Mississippi Bar Foundation. MBF has enlisted the help of financial institutions across Mississippi, and many have waived service fees & minimum balance requirements to assist lawyers with this important program.
 - √ Convert your existing pooled client trust account(s) to an interest-bearing IOLTA account(s) or open an interest-bearing IOLTA trust account.
 - √ Insert the account name and number on the “Notice to Financial Institution Form” - making sure all information is correct and fully complete.
 - √ If you are in a multiple attorney law firm or law office, your name and MB number must be listed on the “IOLTA Enrollment Form” (*whether or not you have signature authority on the account*) to show your association with the firm’s trust account(s) and your compliance with Rule 1.15.
 - √ Simple as 1 • 2 • 3:
 1. ORIGINAL STAYS WITH THE FINANCIAL INSTITUTION
 2. COPY TO MISSISSIPPI BAR FOUNDATION
 3. RETAIN A COPY FOR YOUR RECORDS
 - √ Beginning January 1, 2007, client funds that are **nominal in amount or to be held for a short period of time that cannot earn net interest for the client** must be deposited into an IOLTA account. The bank pays the interest earned by the account to the MBF for grant funding to charitable programs and services across Mississippi.
 - Go to www.msbar.org for information and the enrollment form.
 - Contact Angie Cook, Mississippi Bar Foundation IOLTA Coordinator, should additional assistance be required. You can email her at acook@msbar.org or call 601-948-5234.
- ▶ Please review amended RPC Rule 1.15 online at www.msbar.org.