

**Arizona IOLTA Financial Institution Participation Certification**

July 1, 2018 to June 30, 2019

ATTACHMENT C

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**Instructions for submitting Arizona IOLTA account data report:**

- A. Account data shall be submitted using the Excel template provided on the Arizona IOLTA website at: <http://www.azflse.org/download.cfm?filename=Electronic%5FSample%5FReport&type=xls&loc=iolta>
- B. The report shall contain all of the following information according to the template:
1. Identifying IOLTA Account Information:
    - a. Attorney name and/or law firm name on each IOLTA account.
      1. Identification of the Trust nature of the account by use of the words AZ IOLTA or AZ Trust following the attorney or firm name on each IOLTA account
    - b. The tax ID # to which the interest is being paid (the Foundation's #)
    - c. Transit or Routing number
    - d. Branch ID
    - e. Trust Account numbers
    - f. Status of each account: report as Inactive (I) each reporting period that the account is still open, but not in use; report as Closed ( C ) the following reporting period only; report as New (N) the first month an account is open; report as Active (A) all continuously active accounts.
  2. Financial Accounting Information
    - a. Reporting period start date
    - b. Reporting period end date
    - c. Interest percent earned on principal balance on each account
    - d. Gross Interest earned for reporting period
    - e. Amount of fee deducted, for this reporting period, from interest earned
    - f. Net Interest remitted for reporting period
    - g. Average monthly principal balance on each account
    - h. Aggregate balance for all accounts
    - i. Interest percent earned on aggregate balance
- C. The report shall be submitted electronically in either of the following manners:
1. By uploading the completed spreadsheet to our secure server at: <https://www.azflse.org/myazflse/index.cfm>. In the event that your reporting staff have not yet been provided with a user name and password, they must first register at: [http://www.azflse.org/azflse/IOLTA/register/register\\_personal.cfm?programid=16](http://www.azflse.org/azflse/IOLTA/register/register_personal.cfm?programid=16) .
  - or
  2. By sending the completed spreadsheet as an attachment by secure email to the Arizona IOLTA Administrator at AZIOLTA@azflse.org
- D. It is understood that this information is available to both the Arizona Foundation for Legal Services & Education and the State Bar of Arizona designated staff for purposes of administering the Arizona IOLTA program.