

**Pennsylvania Interest on Lawyers Trust Account Board
PO BOX 1025 - HARRISBURG, PA 17108-1025**

GUIDELINES FOR FINANCIAL INSTITUTIONS

Financial institutions maintaining Interest on Lawyers' Trust Accounts (IOLTA) must remit, at least quarterly, the interest earned from these accounts to the Pennsylvania Interest on Lawyers Trust Account Board.

The remittance can be made by check, wire transfer, or automated clearinghouse (ACH) credit. The remittance must be made on or before the 10th business day following the close of the period.

Instructions for remittances:

PAYEE: PA IOLTA Board

Taxpayer Identification Number: 25 -1802119

Checks

Checks should be mailed to:

PA IOLTA
PO Box 8500-3260
Philadelphia, PA 19178-3260

Wire Transfers

Wire transfers should be sent to:

Wachovia Bank
Philadelphia, PA
Transit Routing #031201467

For the credit of:

PA IOLTA Board
Account#2000003281866

ACH Credits

Wachovia Bank
Philadelphia, PA
Transit Routing#031000503
Account#2000003281866

Please put the name of your financial institution in the BATCH HEADER RECORD (Five Record, Field #3--maximum 16 characters). Also include your Transit Routing Number in the ENTRY DETAIL RECORD (Six Record, Field #7--maximum 15 characters).

IOLTA data exchange format

DO NOT INCLUDE ROWS 1, 2 AND 3 IN YOUR FILE!!!!											
ROUTING	BANK	ACCOUNT	ACCOUNT	LEAVE	BEGIN	END	INTEREST	GROSS	SERVICE	NET	AVERAGE
NUMBER	NAME	NAME	NUMBER	BLANK!	INTEREST	INTEREST	RATE	INTEREST	CHARGES	INTEREST	DAILY BALANCE
12345678	Bank of Your Town	XYZ ACCOUNT NAME	123463		XX/X/XXXX	XX/X/XXXX	.000	.00	.00	.00	.00
12345678	Bank of Your Town	ABC ACCOUNT NAME	133698		XX/X/XXXX	XX/X/XXXX	.000	.00	.00	.00	.00
12345678	Bank of Your Town	JKL ACCOUNT NAME	133787		XX/X/XXXX	XX/X/XXXX	.000	.00	.00	.00	.00
NOTES:											
Please DO NOT have any comma separators or ()'s for negative numbers.											
Please DO NOT total columns, but please DO report totals in note/e-mail message accompanying the file.											
Legend for Columns:											
A	Bank Routing Number										
B	Bank Name										
C	Account Name										
D	Account Number										
E	LEAVE BLANK!!										
F	Beginning Date for Reporting Period										
G	Ending Date for Reporting Period										
H	Interest Rate (NO comma's, 3 decimal places)										
I	Gross Interest Amount (NO comma's, 2 decimal places)										
J	Service Charge Amount (NO comma's, 2 decimal places)										
K	Net Interest Amount (NOT a formula, NO comma's, 2 decimal places, negatives displayed with a -, NO ()'s)										
L	Average Daily Balance for the Account (NO comma's or ()'s, 2 decimal places)										
Password protection of file is recommended; this password will ONLY be available to Jean M. Myers, Operations Manager, PA IOLTA											
ALWAYS send file to jean.myers@pacourts.us											