



INSTRUCTIONS FOR OPENING A NEW IOLTA ACCOUNT

Supreme Court Rule 43 establishes Arizona's mandatory Interest on Legal Trust Accounts program (IOLTA). Rule 43 requires all attorneys and legal paraprofessionals who receive client funds in Arizona, or in connection with representation of clients in Arizona, to maintain an interest-bearing trust account. The most-used option is to have a single account to pool client funds of minimal amounts, commonly referred to as an IOLTA account.

If you are joining a law firm that already has an active IOLTA account which you will use, no further action is needed at this time. You will only need to report your firm's IOLTA account information on your next State Bar annual fee statement.

If you are opening a new IOLTA account for which you will be the responsible party:

- a) Complete the "[Notification to Financial Institution](#)" and submit it to your financial institution to make certain the financial institution assigns the account the Foundation's tax identification number, **95-3351710**, and not your own, and that it understands that the interest is to be paid to the Arizona Foundation for Legal Services & Education for IOLTA; and
- b) Click on the "[Arizona IOLTA Enrollment Online](#)" which directs you to ([Member Dashboard \(azbar.org\)](#)) link and add or update the IOLTA account information in your State Bar profile.

Any time a change is made to your IOLTA account status (opening a new account, closing an old account), the change must be updated in your State Bar of Arizona membership profile.

If you need help setting up your IOLTA account or think you may be exempt from holding an IOLTA account but aren't sure, please contact the confidential Practice 2.0 Trust Account Helpline at the State Bar at 602-340-7305.