Instructions for submitting Arizona IOLTA account data report:

A. Account data shall be submitted using the Excel template, IOLTA Interest Remittance Report form provided on the Arizona IOLTA website at: https://azbf.org/iolta/iolta-for-banks

B. The report shall contain <u>all</u> of the following information according to the template:
    1. Identifying IOLTA Account Information:
        a. Attorney, legal paraprofessional law firm or entity 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, legal paraprofessional, law firm or entity 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 <u>Inactive</u> (I) each reporting period that the account is still open, but not in use; report as <u>Closed</u> (C) the following reporting period only; report as <u>New</u> (N) the first month an account is open; report as <u>Active</u> (A) all continuously active accounts.
    2. <u>Financial Accounting Information</u>
        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. <u>Average monthly principal balance</u> 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 your reporting staff is new to IOLTA and not a member yet, they must first register as a new member at: http://www.azflse.org/azflse/IOLTA/register/register_personal.cfm?programid=16. Then go to the "Please click here" to request login information. They will then be provided with a user name and password.
    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.