

Financial Institution IOLTA Participation Agreement

June 1, 2009 to May 31, 2010

ATTACHMENT C

Instructions for submitting IOLTA account data:

A. Account data shall be submitted using the Excel template provided on our 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. Amount of fee deducted, for this reporting period, from interest earned
- d. Average monthly principal balance on each account
- e. Aggregate balance for all accounts
- f. 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 .

or

2. By sending the completed spreadsheet as an attachment by secure email to
Kay.Lapid@azflse.org