



**NOTICE TO FINANCIAL INSTITUTION FORM**

To be completed by lawyer/law firm for each IOTA account.  
*(Please be sure to attach the blank "FINANCIAL INSTITUTION IOTA REMITTANCE REPORT" and "FINANCIAL INSTITUTION IOTA ERROR REPORT" forms).*

TO FINANCIAL INSTITUTION:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 (Date)

The undersigned is establishing an IOTA account in compliance with rule 5-1.1(d) of the Rules Regulating The Florida Bar.

Under the IOTA program, you are authorized to open (if new), or change the status of my/our law firm's existing trust account (Name \_\_\_\_\_: Number \_\_\_\_\_) to an interest-bearing checking account (negotiable order of withdrawal--NOW--account). (The establishment of NOW accounts by lawyers or law firms, including professional associations, professional corporations, and partnerships, has been approved by the Federal Reserve System and the Federal Home Loan Bank Board.)

The IOTA account must remain in my/our law firm's name, and must be labeled as a "trust account."

The correct W-9 form for this IOTA account has been completed for you, and is on the reverse side of this form.

Interest on the IOTA account, less service charges/fees, must be remitted to The Florida Bar Foundation, Inc., a not-for-profit organization exempt from federal income tax. No 1099 forms are required to be filed for IOTA accounts, and IOTA accounts are not subject to back-up withholding.

Instructions to the financial institution for handling IOTA account service charges, remittances to the Foundation, and remittance errors are listed on the attached "FINANCIAL INSTITUTION IOTA REMITTANCE REPORT" and "FINANCIAL INSTITUTION IOTA ERROR REPORT" forms.

If you have a question about how IOTA accounts are set up at your financial institution, please contact your branch (or main office) operation's center for assistance or, contact the Foundation for a complete "IOTA Handbook" (800) 541-2195.

By: (all trust account signatories)

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