INSTRUCTIONS
1. Each application shall be accompanied by a fee of $100.00 for renewals or $25.00 for amendments, made payable to: The West Virginia State Bar.

2. ATTACH A COPY OF THE CURRENT CERTIFICATE OF PROFESSIONAL LIABILITY INSURANCE FOR THE PLLC.

3. Complete the form below and send to the WV State Bar address above with Attention: PLLC Renewal.

1. The name of the PLLC as currently registered with the Secretary of State:

_____________________________________________________________________

a. Requested Change in Name (if applicable):

_____________________________________________________________________

2. The address of the initial designated office of the company in West Virginia is:

Address_______________________________________________________________

City____________________________________State_______Zip Code____________

a. Requested change in designated office address (if applicable):

Address_______________________________________________________________

City_________________________________State_______Zip Code____________
3. The address of the principal office of the company is:

   Address_______________________________________________________________

   City____________________________________State_______Zip Code____________

   a. Requested change in address of the principal office of the company is (if applicable):

   Address_______________________________________________________________

   City____________________________________State_______Zip Code____________

4. The name and contact information for the PLLC representative responsible for updating information regarding the PLLC and the PLLC’s IOLTA Account, and upon whom service of process should be made:

   Name_________________________________________________________________

   Address_______________________________________________________________

   City____________________________________State_______Zip Code____________

   Phone ________________________ Email___________________________________


This Notice of Compliance with Rule 1.15 must be filed annual with The West Virginia State Bar by each West Virginia lawyer participating in the IOLTA program, as required by The State Bar’s Operating Regulations and Procedures for the Comprehensive IOLTA Program. A copy of Rules 1.15, instructions for completing the Notice of Compliance, and the Operating Regulations can be found online at www.wvbar.org

   (If more than one account please attach additional on separate page)

   Bank Name:________________________________________________________

   Account Name:____________________________________________________

   Account Number:__________________________________________________

   Routing Number:__________________________________________________