



THE WEST VIRGINIA STATE BAR

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TO: IOLTA Participating Financial Institutions

From: The West Virginia State Bar

Date: February 2016

The West Virginia State Bar has eliminated its general fax number due to limited use. For those financial institutions which have previously submitted IOLTA remittances via fax, we ask that you submit future forms via email to shoubt@wvbar.org, by regular USPS mail, or via e-fax to 304-553-7239. Simply send the e-fax in the same method as a traditional fax, it will be received in an email by our office.

March 1, 2016 will mark the beginning of the State Bar's new protocol for submission of IOLTA remittances. At that time, all participating financial institutions *may* begin submitting remittances to the centralized database. The database and instructions for submissions can be found at: <https://www.mywvbar.org/remittance>. All financial institutions *must* begin submitting to the database no later than April 16, 2016. After April 16th, no other form of submission will be accepted.

Please feel free to contact our IOLTA administrator, Tyler Shoub, at shoubt@wvbar.org or 304-553-7239, or our Technology Specialist, Michael Mellace, at mellacem@wvbar.org or 304-553-7223, with any questions about the new system. Please continue contact the Bar's Director, Anita Casey, at caseya@wvbar.org or 304-553-7228, with any legal questions regarding the IOLTA program