



THE WEST VIRGINIA STATE BAR

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To: IOLTA Participating Financial Institutions

From: The West Virginia State Bar

Date: June 2020

The Bar would like to remind Participating Financial Institutions that all information and instructions related to submitting IOLTA remittance can be found at <https://wvbar.org/members/iolta/financial-institution-remittance-online>.

An attorney cannot close an IOLTA account in the Bar's system. Therefore, the Bar must rely upon Participating Financial Institutions to close an IOLTA account. Please continue to follow the proper procedure when closing the attorney's account by entering the date the account is closed in the column titled "close date" on the remittance file that is submitted to the Bar. For accounts that are for immediate closure (closed between remittances), the financial institution may complete and submit the *Financial Institution Participation Form* to schoolcraftp@wvbar.org. The form can be found at <https://wvbar.org/wp-content/uploads/2012/04/Updated-Participation-Form-2015.pdf> Note: The information should only be reported once (i.e. the remittance file or the participation form).

Please do not hesitate to contact the Bar's IOLTA Administrative Assistant, Patricia Schoolcraft, at schoolcraftp@wvbar.org or 304- 553-7239, with questions regarding the IOLTA program, or the Bar's Director, Anita Casey, at caseya@wvbar.org or 304-553-7228, with any legal questions regarding the IOLTA program.