

IOWA CLIENT SECURITY COMMISSION

TRUST ACCOUNT INFORMATION

Name of person providing this information and position .....

1. Name of bank & account number for trust account(s) used by the firm. Please list all.

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

2. Does the law firm have any non-IOLTA trust accounts in a client's name? YES  NO

a. If so, for whom? \_\_\_\_\_

b. Name of bank \_\_\_\_\_

c. Account number \_\_\_\_\_

3. Are the records required by Chapter 45.2(3) preserved for minimum of 6 years? YES  NO

4. Are credit cards accepted? YES  NO

If yes, how are they handled? Is the client credited with the full retainer, are the credit card fees paid by the firm, are the credit card amounts deposited directly into the trust account?

Please explain : \_\_\_\_\_

\_\_\_\_\_

5. Are flat fee retainers accepted? YES  NO

If yes, how are they handled? Are they deposited directly into the trust account and only withdrawn after a) the fee has been earned and b) notice has been provided to the client?

Please explain: \_\_\_\_\_

\_\_\_\_\_

6. How are the records for the trust account maintained?

a. Manually YES  NO

What records are manually kept?

\_\_\_\_\_

\_\_\_\_\_

b. Electronically YES  NO

What type of software is used? \_\_\_\_\_

7. Do you maintain a separate ledger detail for each client? YES  NO

8. Who does the bookkeeping for the trust account? Please list all, including name and position.

\_\_\_\_\_

9. How many attorneys use this trust account? Please list all.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Who has signature authority for the trust account? Please list all.

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11. Has the trust account been overdrawn since the last audit? YES  NO

If yes, provide 1) date, 2) payee, 3) amount, and 4) reason: \_\_\_\_\_

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12. Is the bank statement for the trust account reconciled with the check register each month?

YES  NO

13. Is the trust check register reconciled with the client balances each month? YES  NO

14. Is written notice of accounting provided to the clients at the time or before funds are taken out of the trust account? YES  NO

a. If yes, how is notification made? \_\_\_\_\_

b. If no, why not? \_\_\_\_\_

15. Does the firm have any of their own money in the trust account? (money that is not a client's)

YES  If yes how much? \_\_\_\_\_ NO

16. Do you maintain a separate ledger detail for nominal firm funds in the trust account?

YES  NO

17. In general, what type of law is practiced by the firm? \_\_\_\_\_

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18. What type of law is practiced such that funds pass through the trust account? \_\_\_\_\_

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19. Are you aware of anything unusual in the law practice? Loss of funds, theft of funds, unusual withdrawals, negative client balances or differences between the reconciliations in the trust account? Please explain in detail. \_\_\_\_\_

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Date: \_\_\_\_\_ Signature of person providing information: \_\_\_\_\_

I have reviewed the above information and certify that it is accurate to the best of my knowledge.

Date: \_\_\_\_\_ Signature of attorney: \_\_\_\_\_

Print Name: \_\_\_\_\_