

Bank Application Instructions

To apply to be a participating banking institution in the Interest on Lawyer Account (IOLA) program, please submit the following documents. Relevant forms and additional information about the application process, along with information regarding remittance and reporting obligations, can be found on our website at www.iola.org/banks.

1. Cover Letter

Submit a letter from an authorized representative of your banking institution indicating your intent to become a participant in the IOLA program and representing that, if approved for the program, all branches of your banking institution in New York State will open and administer IOLA accounts in accordance with the laws and regulations governing IOLA accounts.

2. IOLA Rate Election & Certification Form

All participating banks may be subject to an **audit** to demonstrate their compliance with the IOLA program, as requested by the IOLA Fund. (See 21 NYCRR 7000.9.)

Banks must elect one of the following two options:

A. “Safe Harbor”. Complete and return the IOLA Rate Election & Certification.

B. “Comparable Rate”. Complete the IOLA Rate Election & Certification, submit “Rate Comparability Survey” and documentation, including product descriptions, interest rates and fees for ALL deposit account products (including any sweep account products), together with any analysis or explanation to support the election.

NOTE: IOLA laws and regulations require that the interest paid on IOLA account products shall be not less than the rate paid on comparable account products offered by the banking institution to its best customer. (See 21 NYCRR §7000.9.)

3. Bank Contact Information Form

Complete the Bank Contact Information Form, providing an **IOLA Policy Contact**, a **Remittance Contact** and **Other Contact** (if applicable). The IOLA Policy Contact should have knowledge and authority for all IOLA compliance matters, including rates. The Remittance Contact should be the person responsible for routine remittances and reporting to the IOLA Fund. Participating banking institutions are required to submit an updated Bank Contact Information Form **every year**.

4. Agreement to Provide Reports of Dishonored Checks and Overdrafts Form

Participating banking institutions are required to report to The Lawyers' Fund for Client Protection “whenever a properly payable instrument is presented against an [IOLA account] which contains insufficient available funds, irrespective of whether the instrument is honored.”

Complete the agreement, mail the **original** to the Lawyer’s Fund for Client Protection, and email **a copy** to the IOLA Fund as part of your completed application to:
compliance@iola.org

Completed applications (#1 - #4 described above) should be emailed to: compliance@iola.org

Your banking institution may begin establishing IOLA accounts for your attorney customers upon written notice from the IOLA Fund that you have been approved as a participating banking institution.