

# Pennsylvania Attorney Registration Financial Data Help

Account Type	Description
IOLTA	An income producing Trust Account holding funds received in connection with a client-lawyer relationship which are nominal in amount or are reasonably expected to be held for a short period of time. <b>See Pa R.P.C. 1.15(a)(5), (9)</b>
IOLTA Exempt	An IOLTA Exempt account designation can only be obtained from the IOLTA Board pursuant to IOLTA regulations. Attorneys claiming this status for an account should be able to provide a copy of the IOLTA exemption documentation, upon request. <b>See 204 Pa. Code § 81.109 and Pa R.P.C. 1.15(n)</b>
Interest for Clients	Such accounts are income producing Trust Accounts which hold funds received in connection with the client-lawyer relationship, the interest of which is paid to the client or a third person. Such accounts can contain the funds of multiple clients if proper sub-accounting is maintained. Generally, the funds held are not nominal in amount and are not reasonably expected to be held for a short period of time. <b>See Pa R.P.C. 1.15(a)(7)</b>
Other Authorized Accounts	<ol style="list-style-type: none"> <li>1. An account or investment vehicle holding funds received in connection with a client-lawyer relationship which are not nominal in amount and are not expected to be held for a short period of time and which are not fiduciary funds. Such account or investment vehicle must be specifically agreed upon by the lawyer and client or third person which owns the funds. <b>See Pa R.P.C. 1.15(k)</b></li> <li>2. An account or investment vehicle holding funds in connection with an attorney's duties as a fiduciary as defined by <b>Pa R.P.C. 1.15(a)(2)</b></li> </ol>
Business/ Operating	An account used to maintain and operate business related functions in the practice of law. Such accounts may not hold unearned client funds. <b>See Pa R.P.C. 1.15(b), (j)</b>

*Note: Accounts required to be reported as defined above shall not include funds held in: 1) an attorney's personal account held jointly; or 2) a custodial account for a minor or dependent relative unless the source of any account funds is other than the attorney and his or her spouse.*

## How to report out-of-state accounts:

- In the IOLTA or IOLTA Exempt section of the registration form, new banks are entered by selecting "Other" from the dropdown menu and then typing the full bank name. For each bank entered, all financial data fields are required. Be sure to complete the column titled "Holds Pa.R.P.C. 1.15 Funds" appropriately.
- In the Interest for Clients, Other Authorized Accounts, or Business/Operating Accounts section of the registration form, banks are entered by simply typing in the "Bank Name" field. For each bank entered, all financial data fields are required. Be sure to complete the column titled "Holds Pa.R.P.C. 1.15 Funds" appropriately.

## How to amend a registration form if a required account was omitted:

- Submit a completed Financial Data Amendment form (below) to the Attorney Registration Office.

# Pennsylvania Attorney Registration Office 2018-19 Financial Data Amendment

Attorney Name: \_\_\_\_\_ Attorney ID#: \_\_\_\_\_

**Check One**

- ADD** all account information listed below.
- REPLACE** all account information currently on file with that which is listed below.
- CORRECT** an error in account information currently on file. (Provide an explanation of the correction.)
- REMOVE** all account information currently on file.

For the period May 1, 2017 to date of filing this form, name of each financial institution, account number and location (by state) of:

A) Every account within or outside PA in which I or my employer/law firm held my client or third-party funds subject to Pa.R.P.C. 1.15;

*Note: Rule 1.15 Funds are funds which the lawyer receives from a client or third person in connection with the client-lawyer relationship, or as an escrow agent, settlement agent or representative payee, or as a Fiduciary, or receives as an agent, having been designated as such by a client or having been so selected as a result of a client-lawyer relationship or the lawyer's status as such.*

B) Every account holding funds of a client or third party (whether or not subject to Pa.R.P.C. 1.15) over which I had sole or shared signature authority or authorization to transfer funds to or from the account; and

*Note: "Funds of a third person" shall not include funds held in: 1) an attorney's personal account held jointly; or 2) a custodial account for a minor or dependent relative unless the source of any account funds is other than the attorney and his or her spouse.*

C) Every business/operating account maintained or used by me in the practice of law. See Pa.R.D.E. 219(d)(1)(iii) – (v).

All fields are required for each entry.

(FULL) BANK/BROKERAGE NAME	(FULL) ACCOUNT NUMBER	HOLDS Pa.R.P.C. 1.15 FUNDS (Y/N)	BANK LOCATION (STATE)	ACCOUNT TYPE (CHOOSE ONE) IOLTA IOLTA EXEMPT INTEREST FOR CLIENTS OTHER AUTHORIZED ACCOUNTS BUSINESS/OPERATING

Return COMPLETED amendment to the Attorney Registration Office via:

Email: [atty.registration@pacourts.us](mailto:atty.registration@pacourts.us)

Fax: (717) 231-3381

Mail: 601 Commonwealth Avenue, Suite 5600  
PO Box 62625  
Harrisburg, PA 17106-2625

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FAILURE TO TIMELY SUBMIT A CORRECTED AMENDMENT WILL RESULT IN THE REQUIREMENT TO MANUALLY ENTER THE INFORMATION DURING NEXT YEAR'S REGISTRATION CYCLE.**