

INTEREST REMITTANCE REPORT INSTRUCTIONS

Financial institutions must submit monthly Interest Remittance Reports electronically, as specified in Illinois Rule of Professional Conduct 1.15. Financial institutions should use the Remittance Report Template provided by LTF or an Excel spreadsheet that includes the information below. *ALL* dollar values must include decimal point and cents, excluding commas. **DO NOT use any column titles, headers, footers or formulas (hidden or otherwise) in the Excel spreadsheet.**

The completed spreadsheet must adhere to these specifications:

Column A: 8-digit Routing Number	0710-0000 (Exclude last digit of routing number)
Column B: Account Number	123456789
Column C: Account Name	Law Offices of John D. Smith
Column D: Account Status	N=New, C=Closed (Leave blank if active)
Column E: Interest Beginning Date	MM/DD/YYYY
Column F: Interest Ending Date	MM/DD/YYYY
Column G: Interest Rate	1.50 (1.50%) (Do not include percent sign)
Column H: Interest Earned	000000.00
Column I: Service Charge	000000.00
Column J: <u>(Always leave blank with a 0 value)</u>	
Column K: Total Remittance	000000.00
Column L: Account Balance	000000.00

The completed report should follow the format shown in the next tab of this workbook (titled **Report Template).** Financial institutions may populate the template with their own data, save a local copy of the workbook, and submit it to LTF.

Send the completed report via email to IOLTAREPORT@LTF.ORG

Note: Once the financial institution has closed an account (and sent a Notice of Account Closing to LTF) the account should no longer be included in the monthly IOLTA Interest Remittance Report.

If you have any questions contact LTF at IOLTAREPORT@LTF.ORG or call 312.938.2906.

Routing Number	Account Number	Account Name (Lawyer/Law Firm Name)	New or Closed (n/c)	Interest Start Date	Interest End Date	Interest Rate	Interest Earned	Service Charges (if not waived)	Leave Blank	Remains Zero	Average Account Balance
2710-7080	56789	ABC Law Firm LLC	n	11/1/2021	11/30/2021	0.100	125.04	0.00	0.00	125.04	123456.00
2710-7080	12345	Smith Brown & Cage		11/1/2021	11/30/2021	0.100	13.59	3.00	0.00	10.59	11248.92
2710-7080	858585	Legal Services Group		11/1/2021	11/30/2021	0.100	52.11	3.00	0.00	49.11	75311.45