



# FFLA

FUNDING FLORIDA LEGAL AID

## NOTICE TO ELIGIBLE INSTITUTION FORM

**Eligible Institution** (*enter institution name below*):

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**The undersigned Lawyer/Law Firm is establishing an IOTA account** in compliance with 5-1.1(g) *Rules Regulating The Florida Bar* (IOTA Program) for all nominal or short-term funds of clients or third persons that ... the lawyer has determined cannot practically be invested for the benefit of the client or third person. Client or third-person trust funds that lawyers or law firms determine can earn income for the individual client or third person, in excess of the costs to secure such income, cannot be deposited into IOTA accounts, For further guidance in determining IOTA eligible funds, visit the website at [www.fundingfla.org](http://www.fundingfla.org).

**The IOTA account must remain in my/our law firm's name and must be labeled as a trust account.** The IOTA account must bear FFLA's Taxpayer Identification Number (see reverse for W-9 Form for IOTA Accounts). IRS Form 1099 is required to be filed for IOTA accounts. IOTA accounts are NOT subject to back-up withholding.

**Lawyer/Law Firm Name:** \_\_\_\_\_

**IOTA Account Number:** \_\_\_\_\_

**By** (*all IOTA account signatories*):

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

**ELIGIBLE INSTITUTION ACCEPTANCE:**

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Date)

Form **W-9**

Request for Taxpayer  
Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS

Account Number

Taxpayer I.D. Number **59-1004604**

PAYOR (Bank):

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

Under penalties of perjury, I certify that:

The above Tax I.D. Number is correct.

Exempt from backup withholding

I am a U.S. person

PAYEE: FFLA  
175 Lookout Place, Suite 100  
Maitland, Florida 32751



\_\_\_\_\_  
Signature of U.S. person

**FFLA  
REASONABLE SERVICE CHARGES AND FEES POLICY  
ADOPTED JUNE 23, 1993**

The following charges and fees have been defined as "reasonable" and are the only service charges or fees permitted to be deducted from interest or dividends earned on IOTA accounts:

- ❖ Per check charge<sup>1</sup>
- ❖ Per deposit charge<sup>1</sup>
- ❖ Fee in lieu of minimum balance
- ❖ Federal deposit insurance fee

Eligible institutions also may recoup special costs for their participation in IOTA through deduction of a reasonable IOTA handling/administrative fee.

<sup>1</sup> This charge includes fees for intra-account transfers between a lawyer's or law firm's accounts at the same institution.

For more information about the IOTA program and the charitable programs it supports, or for assistance in setting up this account, remitting interest or dividends to FFLA, or handling remittance errors, please visit FFLA's website at [www.fundingfla.org](http://www.fundingfla.org) or call (407) 960-7000, or (800) 541-2195 (FL), and ask for the IOTA Department.