

INSTRUCTIONS

Filing Requirements: SCR 20:1.15(i)(1) requires lawyers to certify the name, address and telephone number of each financial institution in which the lawyer/law firm maintains a trust account, a fiduciary account, or a safe deposit box. Pursuant to SCR 20:1.15(i)(2), a law firm must file a Certificate of Accounts on behalf of the lawyers in the firm who are required to file a certificate under SCR 20:1.15(i)(1).

Each lawyer who signs the Certificate of Accounts as the partner/member responsible for management of the firm's trust/fiduciary account(s) must also make the required acknowledgments on his/her own dues statement.

When to File: A Certificate of Accounts must be filed annually in conjunction with the filing of State Bar Dues Statements. The list must include all accounts maintained by the firm as of the date of the filing of the Certificate. Trust and fiduciary accounts and safe deposit boxes opened after filing a Certificate of Accounts must be reported to the State Bar on the following year's Certificate.

Where to File: A Certificate of Accounts should be mailed along with the State Bar Dues Statements to:

State Bar of Wisconsin
P.O. Box 14290
Madison, WI 53708-0290

Identification of Account and Type of Account:

Under SCR 20:1.15(i)(1) and (2) (*effective July 1, 2016*), lawyers and law firms are no longer required to provide the account number of each trust or fiduciary account or safe deposit box. However, the location of the financial institution at which each account is located must be certified. Identify the name of the institution, its street address, including the city, town or municipality in which the lawyer/law firm does its banking, and its telephone number. Do not provide the address of the financial institution's main office or corporate headquarters as the location of the account(s). If the firm has more than four accounts, please attach a separate list to the Certificate of Accounts, and check the box specifying that a list is attached. Finally, please identify each account is either an IOLTA, a Fiduciary or non-IOLTA account, or a Safe deposit box by checking the appropriate box beneath the letters: **I**, **F** or **S**.

Penalty for Non-compliance: Pursuant to SCR 20:1.15(i)(4) and (k)(11), failure to file the Certificate of Accounts is grounds for automatic suspension from the practice of law in the same manner as for nonpayment of dues.

For further information, contact the OLR Trust Account Program at:

Telephone No.: (608) 261-8296

Toll Free No.: (877) 315-6941, Option 2

Website: <https://www.wicourts.gov/services/attorney/trust.htm>.