

# FINANCIAL INSTITUTION ACCOUNT CLOSING REPORT

Please complete this sheet each time an IOLTA account is closed.

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**A. MAIL THIS STATEMENT TO:**

THE MASSACHUSETTS IOLTA COMMITTEE  
SEVEN WINTHROP SQUARE, THIRD FLOOR  
BOSTON, MA 02110-1245

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**B. FINANCIAL INSTITUTION INFORMATION**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
ABA#: \_\_\_\_\_

.....  
**C. CONTACT INFORMATION**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Date Prepared: \_\_\_\_\_  
Signature: \_\_\_\_\_

.....  
**D. ACCOUNT INFORMATION**

Account Number: \_\_\_\_\_  
Account Title: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_

.....  
**E. DATE CLOSED**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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**F. REASON**

Attorney's Request       Zero Balance       Inactive/Dormant   
Excessive NSF's       Other, please specify: \_\_\_\_\_

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**G. NOTIFICATION**

**Please be advised: Supreme Judicial Court guidelines clearly state that interest must be paid on all funds in an IOLTA account. Therefore, a financial institution should not close and IOLTA account prior to interest posting if the accrued interest is forfeited as a result. Please contact the IOLTA Committee if you have any questions regarding this provision.**

FOR ADDITIONAL INFORMATION, PLEASE CONTACT THE IOLTA COMMITTEE (617) 723-9093