



Banks electronically submitting their IOLTA Reports must provide information currently required by the Illinois Supreme Court. Your Excel Spreadsheet must include the information listed below. *ALL* dollar values must include decimal point and cents, excluding commas. Additionally, *NO* Column Titles, Headers, Footers or Formulas (hidden or otherwise) are to be used.

**Spreadsheet must adhere to the specifications listed below:**

<b>Column 1: Eight digit Routing Number</b>	<b>0710-0000</b>
<b>Column 2: Account Number</b>	<b>12345678910</b>
<b>Column 3: Account Name</b>	<b>Law Offices of John D. Smith</b>
<b>Column 4: Account Status</b>	<b>N=New, C=Closed <i>Leave blank if Active</i></b>
<b>Column 5: Interest Beginning Date</b>	<b>MM/DD/YYYY</b>
<b>Column 6: Interest Ending Date</b>	<b>MM/DD/YYYY</b>
<b>Column 7: Interest Rate</b>	<b>1.5% = 1.50</b>
<b>Column 8: Interest Earned</b>	<b>000000.00</b>
<b>Column 9: Service Charge</b>	<b>000000.00</b>
<b>Column 10: Total Handling Fees</b>	<b>000000.00</b>
<b>Column 11: Total Remittance</b>	<b>000000.00</b>
<b>Column 12: Account Balance</b>	<b>000000.00</b>

*E-mail this information to [IOLTAREPORT@lhf.org](mailto:IOLTAREPORT@lhf.org).*

*If you have any questions or require additional information, please contact Terri Smith-Ashford, Director of Banking & Operations at [tlsmith@lhf.org](mailto:tlsmith@lhf.org) or call (312) 938-3001.*