



THE WEST VIRGINIA STATE BAR

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TO: IOLTA Participating Financial Institutions

From: The West Virginia State Bar

Date: April 2014

The West Virginia State Bar would like to thank its contacts at the Participating Financial Institutions for their efforts in helping to streamline the IOLTA remittance process.

In an effort to minimize manual data entry and input error, the State Bar is asking IOLTA the Participating Financial Institutions to submit their monthly or quarterly remittance information in an Excel file. This allows for a direct importation of all the information into the IOLTA2 database.

To accomplish the direct entry, download the following file from our website at <http://www.wvbar.org/members/iolta/>. The file, with the remittance information input, should be sent to iolta@wvbar.org. If you currently send the IOLTA remittance information in this manner, thank you and please continue.

If you have questions, they can be directed to iolta@wvbar.org and someone will be happy to contact you.

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