



Kentucky Interest on Lawyers' Trust Accounts (IOLTA) Fund Procedures for Remittance of Unclaimed Funds

Unclaimed funds are funds held in an IOLTA account with respect to which, after reasonable efforts, the owner cannot be identified or located.

Reasonable efforts must be made to identify and locate the owner(s) of all funds held in the IOLTA account and to return those funds to the rightful owner(s). What constitutes reasonable efforts is set forth in Kentucky SCR 3.830(21)(D).

If, after reasonable efforts are made, the identity and the location of the owner(s) cannot be determined, funds may be remitted to the Kentucky IOLTA Fund in accordance with the procedures set forth below.

Procedures for remittance to IOLTA of unclaimed funds held in a Kentucky IOLTA account:

1. Complete the Kentucky IOLTA Fund's Unclaimed Funds Remittance Report.
2. Send a check made payable to the Kentucky IOLTA Fund in the amount of the unclaimed funds, together with the completed Unclaimed Funds Remittance Report, to:

Kentucky IOLTA Fund
514 West Main Street
Frankfort, KY 40601

3. Lawyers remitting unclaimed funds to the Kentucky IOLTA Fund **must** keep a record of that remittance.

Kentucky IOLTA Fund: Unclaimed Funds Remittance Report

Date: _____ Total unclaimed funds remitted: _____

Name of remitting lawyer or law firm: _____

Mailing address: _____

Phone: _____ Bank Name: _____ IOLTA Acct. # _____

Name of person preparing form: _____

Relationship to attorney/firm: _____ Email address: _____

Length of time, if known, that these funds have been held in your IOLTA account: _____

Portion of funds, if any, with respect to which the owner(s) cannot be *identified*: _____

Portion of funds, if any, with respect to which the owner(s) cannot be *located*: _____

Efforts made to contact owner (type, frequency, dates, result, attach proof if available): _____

In the case of an owner(s) who cannot be located for of all or each portion of the funds, provide the following information (attach additional pages if necessary):

Owner Name	Amount belonging to this owner	Date of last contact with this owner

You may also attach a statement or any other information that may be relevant to your determination that these funds can be properly characterized as unidentified per Kentucky SCR 3.830(21).

VERIFICATION: I verify that the information reported on this form and submitted therewith is true and correct, and that I have complied with all requirements set forth in Kentucky SCR 3.830(21), including making all reasonable efforts to locate the rightful owner of these funds.

Signature: _____

Date: _____

Mail this report and the remittance check to: Kentucky IOLTA Fund, 514 West Main Street Frankfort, KY 40601.