

Format Guidelines for IOLTA Checks

SCR 20:1.15(f) requires trust account checks to be pre-printed and pre-numbered. The rule further specifies that the name and address of the lawyer or law firm and the name of the account must be printed in the upper left corner of the check.

[See, SCR 20:1.15(f)(1)e.(1.)].

Proper Check Format

LAW OFFICE OF JOHN JONES	2022
CLIENT TRUST ACCOUNT	← (PROPER PLACEMENT OF ACCOUNT NAME)
1234 MAIN STREET, SUITE I00	
ARCADIA, WI 5432I	
	Date _____
Pay to the	
Order of: _____	\$ _____
	Dollars
 We-Got Money Bank	
Memo: _____	
"0002022"	" :07500028 "

Improper Check Format

LAW OFFICE OF JOHN JONES	2022
1234 MAIN STREET, SUITE I00	
ARCADIA, WI 5432I	
	Date _____
Pay to the	
Order of: _____	\$ _____
	Dollars
 We-Got Money Bank	CLIENT TRUST ACCOUNT ↑ (IMPROPER PLACEMENT OF ACCOUNT NAME)
Memo: _____	
"0002022"	" :07500028 "