Trust Account Record Retention Checklist

Account Information:

Name of Client Trust Account: _______________________

Trust Account #: _________________________________

Financial Institution: ______________________________

Type of Account:

IOLTA Account: ________________

Non-IOLTA Account: ________________

Client: _______________________

Tax I.D.#: ____________________

Location of Records: _______________________________

- Account Journals
  - Check Register _____________ to ________________
  - Receipts Journal _____________ to ________________
  - Disbursements Journal _____________ to ________________
  - Client Ledger Journal _____________ to ________________
  - Reconciliation Report _____________ to ________________

- Bank Statements ________________ to ________________

- Deposit Slips ________________ to ________________

- Time/Billing Records ________________ to ________________

- Reconciliations ________________ to ________________