

2025 NC IOLTA Information Update  
Settlement Agent Form

(This form is only for settlement agents not licensed to practice law in NC)

**Field A – REQUIRED**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

**I am submitting this form to notify the NC IOLTA office of the following:  
(check all that apply)**

Opening a new account (Fields A, B & D)  
 Changes to company details (Fields A & C)  
 Closing of an IOLTA account (Fields A & E)

**Field B – Company Details** – (required for all settlement agents opening their first NC IOLTA account.)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Field C – Changes to Company Details**

Previous Company Name: \_\_\_\_\_

New Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Field D - New IOLTA Account Information**  
The following settlement agent accounts have been established as NC IOLTA accounts:

Firm Name: \_\_\_\_\_

1. Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Date Opened: \_\_\_\_\_

2. Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Date Opened: \_\_\_\_\_

(For additional accounts, please attach a separate sheet.)

**Field E – Closing an IOLTA Account**  
The following settlement agent NC IOLTA accounts have been closed:

Firm Name: \_\_\_\_\_

1. Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Date Closed: \_\_\_\_\_

2. Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Date Closed: \_\_\_\_\_

This company no longer has open IOLTA accounts