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**Instructions**

- Complete steps 2-7 monthly for **each** general trust, dedicated trust, and fiduciary account. Attach: 1) a copy of the general ledger/checkbook register, 2) a list of outstanding deposits, 3) a list of outstanding checks, 4) the corresponding bank statements and cancelled checks (or images thereof).
- Complete entire form at least quarterly for **each** general trust account. Attach: 1) items 1-4 above and 2) a list of subsidiary ledgers<sup>1</sup> with corresponding balances.

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**Reconciliation of Lawyer's Trust Account Records**

1. **Total of *positive* subsidiary ledger balances** as of \_\_\_\_\_ \$ \_\_\_\_\_  
(as of ending date shown on the corresponding bank statement)

**Does any subsidiary ledger have a negative balance?**  Yes<sup>2</sup>  No

2. **General ledger/checkbook register balance** as of \_\_\_\_\_ \$ \_\_\_\_\_  
(as of ending date shown on the corresponding bank statement)

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**Bank Statement Reconciliation**

3. **Statement Ending Date** \_\_\_\_\_ **and Balance** \$ \_\_\_\_\_

4. **Plus:** Outstanding deposits made to the account through end of month but not reflected on bank statement

Number of outstanding deposits \_\_\_\_\_ Amount of outstanding deposits + \_\_\_\_\_

5. **Minus:** Outstanding disbursements made through end of month but not reflected on bank statement

Number of outstanding disbursements \_\_\_\_\_ Amount of outstanding disbursements - \_\_\_\_\_

6. **Adjusted Bank Balance** \$ \_\_\_\_\_

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7. The balance on line #6  *agrees*  *does not agree* with the balances on lines #1 and #2. If the balances do not agree, attach explanation and corrective action taken.

Report prepared by: \_\_\_\_\_  
Print Name and Position Signature

Report prepared by a non-lawyer?  Yes  No If yes, does he/she have check signing authority for this trust account?  Yes  No

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I certify that, for this account, I personally reviewed the above report, bank statement, and cancelled checks, and that all discrepancies shall be investigated, identified, and resolved within ten days of this report.

Report reviewed by: \_\_\_\_\_  
Print Lawyer Name Signature Date

<sup>1</sup> Subsidiary ledgers = 1) all individual client ledgers and 2) the administrative ledger on which all transactions involving administrative funds maintained in the account pursuant to Rule of Professional Conduct 1.15-2(f)(1) are recorded.

<sup>2</sup> If yes, attach explanation and corrective action taken.