



TO: All Clients and Customers
FROM: Accounting Department
RE: General Account Wire and ACH Instructions

Below are instructions for making wire transfer payments of invoices from your own bank into the Lane Powell PC general depository account. Alternatively secure web payments can be made from https://www.lanepowell.com/payment/

NOTE – Use the General Account and not the Trust Account for payments consisting entirely of billed fees and costs (Accounts Receivable). All other payments including retainers should be directed to the Trust Account.

FRAUD ALERT – Any subsequent “update” to these instructions that you may receive should be confirmed by telephone call to your primary Lane Powell contact.

Wire Transfer Instructions table with 2 columns: Field Name and Value. Fields include Receiving Bank Name, Address, Account Name, Routing Number, Account Number, and Swift Code.

Wire Remittance Information: Please include Client Name, File #(s) and/or Invoice #(s) in the message body.

ACH Remittance Information: Please send remittance notification including Client Name, File #(s) and additional information if needed to AR@lanepowell.com. If email notification is not available, please fax remittance notification to (206) 223-4917.

For further information, please contact: Annette Cobbs-Chrisostomo (206) 223-6262, Cheri Briar (206) 223-7262