Sample Trust Receipt

[name of law practice]
TRUST ACCOUNT RECEIPT

Receipt Number:

Date: Date Received (if different): __

Received from; ___ -

The sum of; and _____cents.

$ Cheque/Cash/Direct Deposit

For and on behalf of:
Matter Reference Account Name Matter Description
: -:

Reason: _
Made out by:
On behalf of [*name of law practice*]

Note:

1. The trust receipt is consecutively numbered and issued in consecutive sequence,
2. The “Date” field refers to the date of issuing the trust receipt,
3. The “Date Received” field refers to the date trust money was received, the regulations require this date to be recorded if different to the date of issuing the trust receipt,
4. The name of the person issuing the receipt must be recorded in the issued receipt,
5. A copy of the receipt must be retained as part of the law practice’s trust records.

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