

ACCOUNT OF FIDUCIARY, VERIFICATION OF FUNDS ON DEPOSIT, PETITION TO ALLOW ACCOUNTS

DUE DATE: Annually on the anniversary of guardian/conservator's appointment.
FILING DEADLINE: 56 days after the anniversary of the guardian/conservator's appointment.
FILING FEE: \$20.00 (Except in Developmentally Disabled Guardianships)
COST FOR THIS PACKET: \$5.00 (Initial packet at no cost at time of appointment)
DOCUMENTS REQUIRED: Account of Fiduciary (PC 584)
Verification of Funds on Deposit (Montcalm County form)
Petition to Allow Account (PC 585a) [optional]
Proof of Service (PC 564)

PLEASE READ THIS ENTIRE PACKET BEFORE PROCEEDING. The Court and the Court's staff are prohibited by law (Section 1211 of the Estates and Protected Individuals Code [EPIC]) from providing legal advice and assistance in completing forms. These instructions provide general information concerning the filing procedure for an annual report of guardian of a minor and may be useful as a guide. *If, after reviewing this document, you have any questions, consider contacting an attorney for assistance.*

- THIS PACKET WILL BE PROVIDED TO YOU AT THE TIME OF YOUR APPOINTMENT AS GUARDIAN/CONSERVATOR. PLEASE MAKE COPIES OF THE BLANK FORMS FOR USE ANNUALLY. FURTHER COPIES OF THIS PACKET WILL BE AT THE COST OF \$5.00 PER PACKET. Forms may be obtained online at www.courts.michigan.gov.
- PLEASE READ THE ACCOUNT OF FIDUCIARY CAREFULLY AND COMPLETE ALL AREAS OF THE DOCUMENT – ANY INCOMPLETE FORMS WILL BE RETURNED AND MAY SUBJECT TO YOU CONTEMPT PROCEEDINGS OF THE COURT IF UNTIMELY FILED.
- PLEASE TYPE OR PRINT NEATLY IN BLUE OR BLACK INK. **NO PENCIL OR COLORED INK.** ANYTHING NOT IN COMPLIANCE WILL BE RETURNED.
- KEEP COPIES OF ALL DOCUMENTS FILED WITH THE COURT FOR YOUR RECORDS. COPIES OBTAINED FROM THE COURT ARE \$1.00 PER PAGE.
- AS THE GUARDIAN/CONSERVATOR, YOUR DUTY BY LAW IS TO:
 - FILE AN ACCOUNT OF FIDUCIARY ANNUALLY WITH THE COURT ON THE ANNIVERSARY OF YOUR APPOINTMENT. *You will not receive a reminder of this.* The account is delinquent 56 days after the anniversary of your appointment and a Notice of Deficiency will be issued if not timely filed.
 - SERVE A COPY OF THE ANNUAL ACCOUNT AND RELATED DOCUMENTS ON ALL INTERESTED PERSONS. *FAILURE TO SERVE ALL INTERESTED PERSONS, AS REQUIRED, MAY RESULT IN YOUR SUSPENSION AS GUARDIAN/CONSERVATOR OR SUBJECT YOU TO CONTEMPT PROCEEDINGS OF THE COURT.*

Interested persons as defined by MCR 5.125 would include at the minimum, the Ward (person over whom you are guardian/conservator), and immediate relatives.
- FILE THE ORIGINAL ACCOUNT AND RELATED DOCUMENTS AND PROOF OF SERVICE (see instruction sheet for Proof of Service) FORMS WITH THE COURT. THIS MAY BE DONE IN PERSON OR BY MAIL.
 - In Person: Montcalm County Probate Court is located north of Stanton on M-66 at the Court Complex, 625 North State Street, Stanton, MI 48888. Our office hours are 8:00 a.m. until 5:00 p.m. Monday through Friday.
 - By Mail: Montcalm County Probate Court, 625 North State Street, Stanton, MI 48888.

Note: A verification form should be completed for each financial institution that holds an account for this conservatorship. You may make additional copies of this form for your use.

1. The top portion is completed by the Conservator/Fiduciary with the file number and case name (the name of the person for whom you are Conservator).
2. Sign and date the authorization to release information. This is to allow the financial institution to speak with a representative of the Court. Some financial institutions require this before releasing any information to the Court.
3. The remaining portion of the form is completed by a representative from the financial institution. Provide this form to the financial institution at which the accounts are held for the conservatorship. A representative will need to complete the boxes as well as mark any applicable boxes below that box and then sign and date the Verification form. This form should be completed as of the end of your accounting period (your anniversary date).
4. The financial institution will need to attach a copy of the current bank statement reflecting verification of the information provided.