

**ACCOUNT FILING CHECKLIST • GUARDIAN OF INCAPACITATED PERSON**

|                         |                                      |                  |
|-------------------------|--------------------------------------|------------------|
| ESTATE OF _____, INCAP. | <b>PREPARER:</b> ATTORNEY/ACCOUNTANT | TELEPHONE NUMBER |
|-------------------------|--------------------------------------|------------------|

|                             |                         |
|-----------------------------|-------------------------|
| O. C. NUMBER _____ OF _____ | ADDRESS & EMAIL ADDRESS |
|-----------------------------|-------------------------|

**INSTRUCTIONS:** Persons wishing to file an account must first complete this form, indicating in “preparer” column **(YES or N/A)** whether the items listed are included in the audit papers and/or the account. Items that are required in all cases are printed in **BOLD**. Upon review by the staff of the Clerk's Office, the account and related audit papers may be accepted for filing if complete or rejected if incomplete.

| PREPARER | ITEM   | O. C. CLERK |
|----------|--|-------------|
|          | <b>1) Account Cover Page and Summary Page</b> [Pa. O.C. Rule 2.1(b)(4)(i)-(ii)]  |             |
|          | <b>2) Account Signed by All Accountants and Verified by at Least One Accountant</b><br>[Pa. O.C. Rule 2.1(b)(4)(iv)]                 |             |
|          | <b>3) Petition for Adjudication/Statement of Proposed Distribution Signed by Counsel</b><br>[Pa. O.C. Rule 2.4(e)]                   |             |
|          | <b>4) Petition for Adjudication/Statement of Proposed Distribution Signed by at Least One Accountant</b><br>[Pa. O.C. Rule 2.4(d)]   |             |
|          | <b>5) Petition for Adjudication/Statement of Proposed Distribution Verified by at Least One Accountant</b><br>[Pa. O.C. Rule 2.4(d)] |             |
|          | <b>6) Copy of Decree or Instrument Appointing Guardian</b> [Phila. O.C. Rule 2.4B(6)(a)]   |             |
|          | <b>7) If Deceased, Statement of Appointment of Personal Representative</b> [Phila. O.C. Rule 2.4B(6)(b)]                             |             |
|          | <b>8) Statement of Method of Notice and Copy of Notice</b> [Pa. O.C. Rule 2.5]   |             |
|          | <b>9) Agreement of Compromise and Settlement</b> [Phila. O.C. Rule 2.4B(1)(c)]   |             |
|          | <b>10) Agreement Regarding Accountant's Compensation</b> [Phila. O.C. Rule 2.4B(1)(d)]   |             |
|          | <b>11) Certificate of Appointment of Foreign Fiduciary</b> [Phila. O.C. Rule 2.4B(8)(a)]   |             |
|          | <b>12) Affidavit by Foreign Fiduciary</b> [Phila. O.C. Rule 2.4B(8)(b)]  |             |
|          | <b>13) Income Accounting Waivers</b> [Phila O.C. Rule 2.4B(1)(e)]  |             |

|  |                   |            |
|--|-------------------|------------|
| <input type="checkbox"/> ACCEPTED<br><br><input type="checkbox"/> REJECTED | REVIEWED BY _____ | DATE _____ |
|--|-------------------|------------|