

**IN THE CHANCERY (PROBATE) COURT FOR SUMNER COUNTY, TENNESSEE
AT GALLATIN**

IN RE: _____

Docket No: _____

**FINAL CONSERVATORSHIP ACCOUNTING
INSTRUCTION SHEET AND CHECKLIST**

Unless waived by Court Order(s), Final Accountings should be submitted **within 120 days after the date the Ward passed**, in accordance with T.C.A. §34-3-108. The items required for a complete Final Accounting are listed below. **INCOMPLETE FINAL ACCOUNTINGS WILL NOT BE ACCEPTED IN THE CLERK'S OFFICE.**

If you have any questions, please call the Probate Clerk's Office at (615) 451-6036.

- **Detailed Final Accounting-Conservatorship** form must be completed and included [per T.C.A. §34-3-108(e)]:
 - Signed.
 - Acknowledged.
 - Verify that Totals provided are correct.
- **A List of Financial Accounts**
- **A Financial Information Form(s)** must be completed for EACH financial account
- **Detailed Accounting Register must be included** [per T.C.A. §34-3-108(e)]:
 - Various software programs are acceptable (if the Probate Clerk's Office form is not used).
 - The **Detailed Accounting Register must contain:**
 - Date
 - Payee
 - Check or Debit
 - Amounts and Balances
 - Separate **Register** should be used for EACH financial account.
- **Financial Statements** must be included as follows [per T.C.A. §34-3-108(e)]:
 - All financial accounts must be provided, i.e. checking, savings, Certificates of Deposit, annuities, stock accounts, mutual funds, brokerage accounts, etc. (Copies are acceptable)
 - Statements provided must pertain to the accounting period for which they are filed.
 - Images of cancelled checks or the actual cancelled checks ARE REQUIRED.
- Copy of **Death Certificate** or **notification of existing Order of Termination/Removal** [per T.C.A. §34-3-108(e)].
- Copy of the latest **IRS 1040 Tax Return** must be included [per T.C.A. § 34-1-111(d)(1)(C)].
- **Certificate of Service** must be completed and included:
 - The **Certificate of Service** certifies that copies of the *Accounting* and supporting documents have been mailed to all interested parties.
- **Corporate Surety Statement** must be included if Bond has not been waived [per T.C.A. §34-1-111(d) (1) (D)]:
 - This will state that the Bond set is still in effect.
 - Barring any Exceptions or other issues, the Bond will be released shortly after the thirty (30) day Exception period tolls.
- **A Filing Fee of \$75.00** must be included [per T.C.A. 8-21-401 (c) (10)]:
 - Please remit payment to Sumner County Clerk and Master.

**IN THE CHANCERY (PROBATE) COURT FOR SUMNER COUNTY, TENNESSEE
AT GALLATIN**

Respondent

Docket No: _____

DETAILED FINAL ACCOUNTING – CONSERVATORSHIP

COMES NOW the Fiduciary in this matter and respectfully submits the attached Final Accounting to the Court for the period _____.

The **combined** totals of **all accounts** required for this Accounting are as follows:

Beginning Balance for **all accounts combined**.....\$ _____

Total Receipts (+) for **all accounts combined**.....\$ _____

Total Disbursements (-) for **all accounts combined**.....\$ _____

Ending Balance for **all accounts combined**.....\$ _____

Bond Required: ____ Yes x No

Surety Bond: _____

Bond Amount _____

If deceased, Estate Docket No: _____

Anticipated Estate date: _____

I, _____, Fiduciary, swear or affirm that this settlement of the accounts exhibit a full, true, and just statement of each and every asset which should be charged, and the credits to which are entitled, to the best of the my knowledge and belief.

Fiduciary

Sworn to and subscribed before me, this _____ day of _____, 20____.

Commission Expiration Date

Notary Public / Deputy Clerk

EXAMINED this _____ day of _____, 20____.

Mark T. Smith, Clerk and Master

APPROVED FOR RECORDING this _____ day of _____, 20____.

Louis W. Oliver, III, Chancellor

LIST OF FINANCIAL ACCOUNTS

A separate *Financial Information Form* must be completed for **EACH** financial account.

	FINANCIAL INSTITUTION	TYPE OF ACCOUNT	ACCOUNT NUMBER (LAST 4 DIGITS <u>ONLY</u>)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

[ADDITIONAL PAGE(S) MAY BE ATTACHED, IF NECESSARY]

FINANCIAL INFORMATION FORM

This form should be attached to ALL the depository accounts you are in control of as Personal Representative or Fiduciary such as checking, savings, money market, Certificate of Deposit, brokerage, stock, investment, IRA, Annuity, and any other account(s) you report to the Court annually.

For example, if the asset is a Certificate of Deposit which is maturing and you have purchased (or renewed) another C.D., you should list the status of the maturing C.D. as "closed" and the status of the new C.D. as "active" – providing the new maturity date, financial institution, and amount. *If the asset is an investment, stock, brokerage any account with market value changes, note the total market value change for the duration of this accounting on the Market Value Change +/- line and include in your Ending Balance calculation.*

FINANCIAL INSTITUTION: _____

_____ Type of Asset (Money Market, Certificate of Deposit, checking account, stock, savings account, brokerage, IRA, etc.):

ACCOUNT NO (last 4 digits only): _____

Beginning Balance.....\$ _____

Total Receipts (+).....\$ _____

Total Disbursements (-).....\$ _____

Change in Market Value (+/-).....\$ _____ (if applicable)

Ending Balance.....\$ _____

Maturity Date (if applicable)..... _____

ACCOUNT STATUS: ☐ Active ☐ Closed/Date Closed: _____

Is the Asset covered by your Surety Bond or by a Freeze/Restricted Account Agreement? A copy of the Agreement **MUST** be attached if it is a Freeze/Restricted Account.

Be sure that **ALL** accounts statements and imaged copies of the front and back of **ALL** cancelled check (if any) are attached to this Summary, as well as the Accounting Register. **EACH** depository account should be itemized on separate *Accounting Register(s)*.

**IN THE CHANCERY (PROBATE) COURT FOR SUMNER COUNTY, TENNESSEE
AT GALLATIN**

**CORPORATE SURETY STATEMENT
(CONSERVATORSHIP)**

IN THE MATTER OF:

Respondent

DOCKET NO: _____

We, _____, acting
as Corporate Surety in the above referenced matter, pursuant to Tennessee Code Annotated,
§34-1-111(c), hereby submit the following statement to the Court:

We are Surety on the Bond set by the Court in the above referenced matter and by the
execution of this Statement to the Court, hereby acknowledge that we are Surety in this matter
and that the Bond amount is \$_____.

We further state that said Bond is in force for the next annual period and will remain in
effect until the Surety is discharged by further orders of the Court.

The Bond's current expiration date is _____.

This _____ day of _____, 20_____.

SIGNATURE OF SURETY: _____

NAME OF CORPORATE SURETY: _____

ADDRESS: _____

IN THE CHANCERY (PROBATE) COURT FOR SUMNER COUNTY, TENNESSEE
AT GALLATIN

Tax Return Coversheet / Statement

IN THE MATTER OF:

Respondent

DOCKET NO: _____

The Accounting must include one of the following:

- Check the box indicating that a Tax Return "*was completed*" and attach a copy of the latest IRS 1040 Tax Return to this coversheet; or
- If no Tax Return is due, check the box indicating that "*no Tax Return is due*", provide the amount of gross income, and check the appropriate box for approval of the exemption pursuant to information provided by the IRS or T.C.A. statute.

Check the box that applies:

☐ A Tax Return was completed and the latest IRS 1040 Tax Return is attached to this coversheet.

☐ No Tax Return is due.

The gross amount of income is: \$ _____.

☐ IRS information is attached which indicates approval of exemption; or

☐ IRS confirmation of approval is not available, however, the following statute allows for the exemption: _____

SIGNATURE OF FIDUCIARY: _____

ADDRESS: _____

CERTIFICATE OF SERVICE

[YOU MUST MAIL A COPY OF THIS ENTIRE DOCUMENT TO ALL INTERESTED PARTIES AND COMPLETE THIS CERTIFICATE VERIFYING THE DATE MAILED.]

I hereby certify that a true and exact copy of the foregoing *Accounting* and supporting documents has been served by U.S. Mail, postage prepaid, upon the interested parties listed below.

(SIGNATURE)

DATE: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

[ADD ADDITIONAL PAGE(S) FOR LISTING OF INTERESTED PARTIES, IF NECESSARY]