

Oakland County Probate Court

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www.oakgov.com/probate (for information and forms)

BASIC INSTRUCTIONS FOR FILING AN ACCOUNT

These instructions are meant to help you complete and file your account. They are not all-inclusive, but cover all of the basics. The probate staff can help with your procedural questions, but we cannot give legal advice. If you have problems, we suggest that you see an attorney or accountant for assistance.

THESE INSTRUCTIONS WILL HELP YOU COMPLETE AND FILE:

Account of Fiduciary, Short Form PC 583

- It must be legibly typewritten or printed in ink in the English language.
- Starting at the heading of the form, from left to right - fill in "Oakland" next to "County of."
- Check the appropriate box in front of "Annual" or "Final" account. If it is an annual account, insert which annual account it is on the "number" line (i.e.; 1st, 2nd, 3rd etc.)
- Insert the complete file number in the File No. box at the far right. (This includes the prefix of all 4 numbers of the year the case was filed; the 6 digit middle number; and the 2 letter suffix for the case-type code at the end.)
- On the next line "In the matter of" insert the complete file name (of the individual who has the estate). At the end of the name, indicate either "Deceased" if the suffix is DE or DA, "Protected Individual" if the suffix is CA or CY or "Individual with Developmental Disability" if the suffix is DD.
- At #1, insert your name and title (either "personal representative" for a DE or DA, "conservator" for a CA or CY or "guardian of the estate" for a DD.)
- Fill in the beginning and ending dates of your accounting period. Your *Letters of Authority* were issued on the first date of the accounting period. The end date would be one year later. Check the back of your *Letters* for your accounting period. The account must cover that specific time frame and cannot cover more than a one-year period.
- Now go to Column 1. Income, gain and other receipts:
- Include everything that increases the value of the estate during the accounting year. It will include money, pensions, interest, social security, gains in stock value, appreciation of property, etc. during the accounting year. These are just examples. You must list anything that increases the value of the estate over the year. You can combine monthly income on one line as long as the amount remains the same throughout the year. For instance, if you collected \$600 per month in social security, you can report it on one line as "Social Security \$600 x 12 months = \$7200." Use different lines if amounts change throughout the year. Include interest earned on each account on separate lines. Include stock value increases and real estate appreciation on separate lines. Total this column at the bottom and repeat that number on line #2b on page 2.

- Now go to Column 2. Expenses, losses and other disbursements:
- Include everything that is spent or decreases the value of the estate during the accounting year. You must account for every penny that was spent. You may group specific categories such as “housing,” “clothing,” “medical,” “groceries,” “attorney fees,” “utilities,” “personal allowance,” etc. on separate lines and report the yearly amounts. These are just examples. Any investment loss or depreciation of real estate or automobiles must be listed as well. Total this column at the bottom and repeat that number on line #2d on page 2.
- Now turn to the back of the form – page 2.
- If this is your first account, #2a is the total value of assets reported on your inventory. (If you now find that the inventory amount is incorrect, you must file an amended inventory.) If this is your second or subsequent account, the number in #2a is the same as the number on the ending balance (#2e) of your PREVIOUS account.
- Again, #2b is the same number as “Total Column 1” on the front side.
- Add #2a and #2b together and insert in #2c.
- Again, #2d is the same number as “Total Column 2” on the front side.
- Subtract #2d from #2c and insert in #2e.
- Now turn to #3. The estate assets must be inserted and the total must match #2e.
- Specifically list the assets and their value. Include account numbers and names and addresses of financial institutions if they have not been previously reported on the Inventory.
- Real estate addresses must be included as well as legal descriptions if they have not been previously reported on the Inventory.
- See the Note under #3. If there are any assets in a financial institution, you will need to present financial institution statements dated within one month after the end of the accounting period. Also, for minor conservatorships (CY cases), a separate *Proof of Restricted Account and Annual Verification of Funds on Deposit* PC 669 must be completed by the financial institution. You must file it with the court at the time you file your account, so allow plenty of time to accomplish this process.
- In #4, list any changes in interested persons or their addresses.
- Check #7 and/or #8 if fees are requested. Attach a description of the service performed, dates, time and rate. If fees have not been approved yet, a court hearing will be required.
- The “fiduciary” (either the conservator, personal representative or guardian of the estate, whichever applies) must sign the account and include a current address and telephone number. If there is more than one fiduciary, all must sign.
- If there is currently an attorney of record, the attorney must also sign.
- There is a \$20 filing fee for each account. Cash, checks or money orders made out to “Oakland County Probate Court” are acceptable.
- You must file the account before the expiration date on your *Letters* to avoid suspension.
- Accounts (with a *Petition to Allow*) must be set for hearing at least every 3 years.
- Accounts must be served on all interested parties before they are filed with the court. A *Proof of Service* must be filed at the same time the account is filed.
- **You must file your account in person if you live in Oakland, Wayne or Macomb counties. Our hours are 8:00-4:30 (please arrive by 4:00 to allow ample time). If you live outside the tri-county area, you may mail your account to us.**