

INSTRUCTIONS FOR ANNUAL ACCOUNTING

The purpose of this form is to provide a line by line explanation of what has been received and what has been spent out of each of the ward's/minor ward's/protected person's accounts.

Only use this individual form if you did not use the form included in your annual packet.

1. HEADING

- a. Choose the county in the drop down box below the first blank.
- b. Enter the case number assigned by the clerk of the court.
- c. Enter the name of the ward/minor ward/protected person.

IN THE COUNTY COURT OF _____ COUNTY, NEBRASKA
Choose the county

IN THE MATTER OF _____ CASE NO.: _____
Ward/Minor Ward/Protected Person

2. BODY OF FORM

- a. Enter the name of the bank.
- b. Enter the last four digits of the account number. (DO NOT ENTER THE WHOLE ACCOUNT NUMBER).
- c. Enter the beginning date of the accounting and the ending date of the accounting.

Bank Name: _____

Last four digits of account number: _____

Beginning date of accounting: _____

Ending date of accounting: _____

- d. Enter the beginning balance.

Beginning Balance: _____

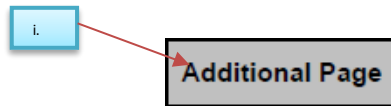
- e. Enter the details of each transaction.

- i. Date of the transaction.
- ii. Check number (if any).
- iii. Who the money was received from or paid to.
- iv. What it was for.
- v. Amount Received or Amount Paid.
- vi. The balance after this transaction. (If this is being completed electronically, the form will calculate this automatically)

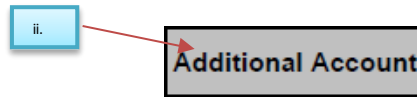
<small>i.</small> Date	<small>ii.</small> Check Number	<small>iii.</small> Received from/Paid to	<small>iv.</small> Purpose	<small>v.</small> Amount received	<small>v.</small> Amount paid	<small>vi.</small> Balance
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f. Additional pages.

i. To enter more transactions for this account, Use the button that looks like this:



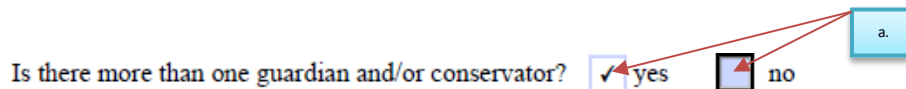
ii. To enter transactions for a different account, Use the button that looks like this:



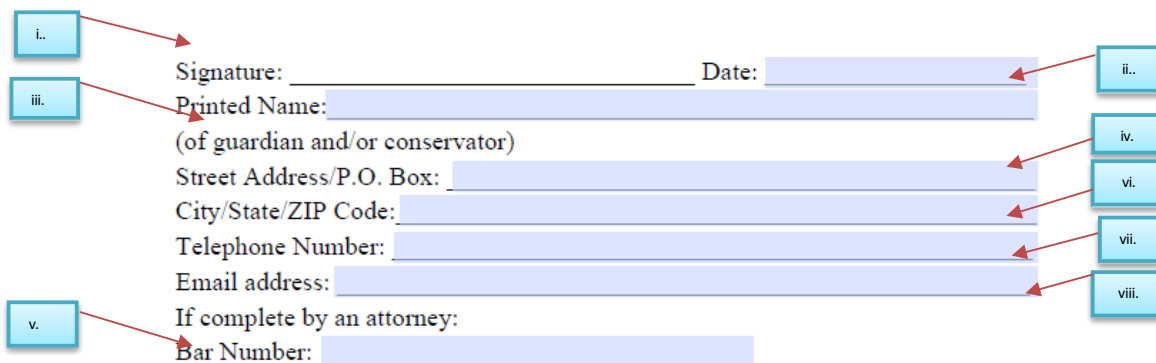
3. SIGNATURE SECTION

a. If this is a co-guardianship and/or co-conservatorship both must sign.

For the second signature block to appear, check the (a.) “yes” box on the question located below the first signature block:



- i. The guardian(s) and/or conservator(s) will sign their name(s).
- ii. Enter the date.
- iii. Print the guardian(s) and/or conservator(s) name(s).
- iv. Enter the guardian(s) and/or conservator(s) street address(es).
- v. If this form is completed by an attorney, there is a space for the bar number and firm name.
- vi. Enter the city, state, and zip code of the guardian(s) and/or conservator(s) address(es).
- vii. Enter the guardian(s) and/or conservator(s) telephone number(s) with area code.
- viii. Enter the email address(es).



i. Signature: _____ Date: _____ ii.

iii. Printed Name: _____ iv.

(of guardian and/or conservator)

Street Address/P.O. Box: _____ vi.

City/State/ZIP Code: _____ vii.

Telephone Number: _____ viii.

Email address: _____

v. If complete by an attorney:
Bar Number: _____