

Important Deadlines

▶ **4 months from date of qualification:** Send the completed Inventory Form* to the **Commissioner of Accounts Office** with the appropriate fees (See Fee Schedule*).

▶ **6 months from date of qualification:** Send the completed First Account Form* to the **Commissioner of Accounts Office** with the appropriate fees (See Fee Schedule*).

▶ **Second and subsequent accountings** are due to the **Commissioner of Accounts** with the appropriate fees within 16 months from the ending date of the prior report and should cover a 12-month period.

Failure to file the above mentioned documents on or before the appropriate due dates may result in one or all of the following:

1. Fines and/or imprisonment
2. Payment of delinquency fees from your personal funds
3. Forfeiture of your commission as executor/administrator
4. Removal as Executor/Administrator

As Guardian of a Minor's Estate Assets, **you are NOT PERMITTED to disburse ANY of the Minor's Assets without prior APPROVAL** from the Commissioner of Account and/or an ORDER from the Circuit Court.

Mail or deliver the Inventory and Account Summary Forms to:

Commissioner of Accounts

4 Cornwall Street, N.E.

Leesburg, VA 20176

703-777-5300

coa@coaloudoun.com

*Go to: www.loudoun.gov/probate to obtain the Inventory Form (CC-1672), Account Summary Form (CC-1683) and the Fee Schedule for Guardian Filings (for Commissioner of Accounts Office).