

# Guardianship Bank Account Setup Guide

## Introduction

As a guardian, you must open a separate bank account for your ward's funds. This ensures financial transparency and compliance with court regulations.

## Step 1: Gather Required Documents

Before visiting a bank, ensure you have:

- Certified copy of your Guardianship Commission
- Court Order specifying financial management duties
- Personal ID (Driver's License, Passport, or State ID)
- Ward's Social Security Number (if applicable)

## Step 2: Choose a Bank

Select a bank that offers fiduciary or guardianship accounts. Call ahead to confirm required documents.

## Step 3: Open the Guardianship Account

At the bank, request a 'Guardianship or Fiduciary Account'.

Ensure the account is titled:

'[Ward's Name], by [Your Name], as Guardian'.

## Step 4: Transfer & Manage Funds

Once the account is opened:

- Direct all income (Social Security, pensions, benefits) to this account.
- Use the account ONLY for ward's expenses.
- Keep detailed records of transactions.
- Retain all receipts and statements for court reporting.

### **Step 5: Submit to the Court**

You may need to provide proof of the account setup in your initial guardian report.

Include bank statements in your 90-day and annual financial reports.

### **Guardian's Declaration**

I, \_\_\_\_\_, confirm that I have followed the correct procedure in setting up  
a guardianship account for my ward.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_