OMB Approved No. 2900-0017
Respondent Burden: 2½ hours

Department of Veterans Affairs

ACCOUNT BOOK

Return to:

_____
(Name of guardian or other fiduciary)

_____
(Street address)

_____
(City, State, and ZIP Code)

_____
(Name of beneficiary)

_____
(Name of veteran)

_____
(VA File No.)

_____
(VA contact and telephone number)

VA FORM
FEB 1999 **21-4718**

YOUR FIDUCIARY RESPONSIBILITIES UNDER FEDERAL LAW

If you are a fiduciary appointed by a State court, you are responsible to the court of your appointment for the administration of the beneficiary's estate which has been entrusted to you. Whether appointed by State court or the Department of Veterans Affairs (VA) benefits are payable to you in your fiduciary capacity and you are responsible to VA under Federal law and regulation. The provisions of Federal law which apply to you as a fiduciary are summarized as follows:

Accountability

When requested, you are required to submit written accounts of your administration of the beneficiary's estate to the VA regional office or center serving the area in which you were appointed.

Failure to Administer the Beneficiary's Estate According to Law

If you fail to administer the beneficiary's estate in accordance with the law or fail to account to VA upon request, payment of benefits to you as fiduciary may be suspended and the Regional Counsel, as attorney for the Secretary of Veterans Affairs, may institute appropriate legal action.

Exempt Status of VA Benefits

The VA benefits paid to you in behalf of the beneficiary are exempt from claims of creditors and taxation, except as to overpayment or tax claims of the United States or as to property purchased with such benefits. The exemption does not apply to claims for necessities supplied after the date of your appointment. Benefits paid or payable to you on behalf of the beneficiary are not liable to attachment, levy, or seizure.

Escheat

Any funds which would escheat to the State upon the death of the beneficiary shall be returned to VA.

Criminal Penalties

Any fiduciary who uses VA benefits, paid to him or her on the beneficiary's behalf, for purposes other than those authorized by law, may be subject to provisions of Title 18 U.S.C. These provisions include, but are not limited to, assessment of a fine, imprisonment or both.

PROVISIONS OF STATE LAW

PRIVACY ACT INFORMATION

The information relating to funds derived from Department of Veterans Affairs benefit payments is requested under authority of Title 38, United States Code, chapter 55. The information will be used to assure the proper administration of the beneficiary's income and estate. Responses may be disclosed outside VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in VA system of records, 37VA27, VA Supervised Fiduciary and Beneficiary Records-VA, published in the Federal Register. Failure to furnish the requested information may result in the suspension of payments and/or the appointment of a successor fiduciary.

RESPONDENT BURDEN: VA may not conduct or sponsor, and respondent is not required to respond to this collection of information unless it displays a valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 2½ hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments regarding this burden estimate or any other aspect of this collection of information, call 1-800-827-1000 for mailing information on where to send your comments.

INSTRUCTIONS

Although the accounting is mandatory, the use of this account book is not. It is furnished as an aid to you for keeping a record of funds received and spent by you as fiduciary. Use of the book during the accounting period will help you prepare your accounting. At the end of the period a summary should be made of all amounts received and spent during the accounting period and noted in the account book under the heading *Summary*.

1. MONEY RECEIVED — Your entries for money received should show date and amount of money received, and the source from which received.

2. MONEY SPENT — Your entries for money spent should show date and amount spent, to whom paid and for what purpose. Fiduciaries should obtain receipts for all money spent whenever possible. Arrange receipts and canceled checks by dates and keep them in a separate envelope securely fastened to your account book.

You are encouraged to keep canceled checks, receipts, or other documents verifying expenditures. VA may require you to provide these documents anytime you submit an accounting.

3. SURPLUS MONEY — Fiduciaries should invest funds not needed for the maintenance of the beneficiary and his or her legal dependents. Court appointed fiduciaries may make investments in accordance with applicable law. Federal fiduciaries may only invest in accounts insured by the Federal government or U.S. Savings Bonds.

4. BANK ACCOUNTS —

a. If your appointment is by a State court, all bank accounts should be in your name as fiduciary of the beneficiary, as follows: (your name), as guardian (conservator, curator, committee, etc.) of (beneficiary's name).

b. If you are a legal custodian appointed by VA, all bank accounts should be in your name as fiduciary of the beneficiary, as follows: (beneficiary's name), by (your name), legal custodian.

5. U.S. SAVINGS BONDS — If you are a legal custodian appointed by VA, U.S. savings bonds will be registered as follows: (beneficiary's name), (Social Security No.), under custodianship by designation of the Department of Veterans Affairs.

6. INVESTMENTS — A complete record should be kept by you of all investments bought and sold, together with the purchase price, sale price, and information as to where they are kept. Space is provided for a list of investments.

7. CHANGE OF ADDRESS — Inform VA immediately of any change in your or the beneficiary's address.

8a. $1,500 RULE 38 U.S.C. 5502 - Title 38, United States Code, section 5502(b)(1)(A) provides that when an incompetent veteran having neither spouse nor child is being furnished hospital treatment or domiciliary or institutional care by the United States, or any political subdivision thereof, and his or her estate (excluding the value of the veteran's home unless there is no reasonable likelihood that the veteran will again reside in such home) from any source equals or exceeds $1,500, further payments of pension, compensation, or emergency officers' retirement pay shall not be made until the estate is reduced to $500.

b. REPORTING CHANGES - You must report the following changes in the beneficiary's status.

- Change in marital status of beneficiary or dependent of beneficiary;
- Hospitalization of beneficiary;
- Employment of beneficiary;
- Any change in status of beneficiary which affects his/her entitlement to benefits;
- Death of beneficiary or dependent of beneficiary.

MONEY RECEIVED

DATE	RECEIVED FROM-	AMOUNT
		$
TOTAL *(Forward to next page)*		$

MONEY RECEIVED

DATE	RECEIVED FROM-	AMOUNT
TOTAL *(From previous page)*		$
TOTAL *(Forward to next page)*		$

MONEY RECEIVED

DATE	RECEIVED FROM-	AMOUNT
TOTAL *(From previous page)*		$
TOTAL RECEIVED		$

MONEY SPENT

DATE	PAID TO—

MONEY SPENT

PURPOSE	AMOUNT
	$
TOTAL *(Forward to page 11)*	$

MONEY SPENT

DATE	PAID TO-

MONEY SPENT

PURPOSE	AMOUNT
TOTAL *(From previous page)*	$
TOTAL *(Forward to page 13)*	$

MONEY SPENT

DATE	PAID TO-

MONEY SPENT

PURPOSE	AMOUNT
TOTAL *(From previous page)*	$
TOTAL *(Forward to page 15)*	$

MONEY SPENT

DATE	PAID TO—

MONEY SPENT

PURPOSE	AMOUNT
TOTAL *(From previous page)*	$
TOTAL SPENT	$

SUMMARY

1. **CASH ON HAND** *(Including checking account)* **AT BEGINNING OF ACCOUNT PERIOD**	$
2. **MONEY RECEIVED DURING ACCOUNTING PERIOD** *(Total from page 7)*	
3. **TOTAL** *(Add lines 1 and 2)*	
4. **TOTAL MONEY SPENT DURING ACCOUNTING PERIOD** *(Total from page 15)*	

(16)

5. **CASH ON HAND** *(Including checking account)* **AT END OF ACCOUNTING PERIOD** *(Subtract line 4 from 3)*	
6. **TOTAL OF ALL INVESTMENTS** *(Cost—Include savings account)* *(Total from page 19)*	
7. **TOTAL VALUE OF ESTATE** *(Add lines 5 and 6)*	
8. **TOTAL CHECKING ACCOUNT IN** *(Name of bank)* **AT END OF ACCOUNTING PERIOD**	$

(17)

INVESTMENTS

(List all investments on hand including those purchased during this accounting period)

AMOUNT IN SAVINGS ACCOUNT AT END OF PERIOD	$

OTHER INVESTMENTS

KIND OR TYPE	WHERE KEPT	DATE PURCHASED	COST
			$

(Continue on next page if necessary—Show total) **TOTAL INVESTMENTS** $