

IMPORTANT DEADLINES

▶ **4 months from date of qualification:** Mail the **Inventory for Estate of Incapacitated Adult*** to the **Commissioner of Accounts Office** with the appropriate fees (See the Fee Schedule for Conservatorships).

▶ **6 months from date of qualification:** Mail the **First Account for Estate of Incapacitated Adult*** form to the **Commissioner of Accounts Office** with the appropriate fees (See the Fee Schedule for Conservatorships).

▶ **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

Mail or deliver the Inventory and the Account Summary Forms to:

**Commissioner of Accounts
4 Cornwall Street, N.E.
Leesburg, VA 20176
coa@coaloudoun.com
703-777-5300**

***To obtain the Inventory for Estate of Incapacitated Adult Form (CC-1671), the Account for Estate of Incapacitated Adult Form (CC-1682) and the Fee Schedule for Conservatorships (for Commissioner of Accounts Office) go to: www.loudoun.gov/probate**