

IMPORTANT DEADLINES

▶ **4 months from date of qualification:** Send the **Inventory** to the **Commissioner of Accounts Office** with the appropriate fees (See fee schedule).

▶ **May 1st of the year following the date of first receipt of trust assets:** Send the **first accounting** to the **Commissioner of Accounts Office** with the appropriate fees. (See fee schedule). This account will only cover from your first receipt of trust assets through December 31st.

▶ **Second and subsequent accountings** are due to the **Commissioner of Accounts Office** with the appropriate fees on May 1st and should cover the previous full calendar year (January 1st through December 31st).

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 Trustee
4. Removal as Trustee

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 Form, Account Summary Form and the Fee Schedule for Trust Filings (for Commissioner of Accounts Office.) go to:**
www.loudoun.gov/probate