

STATE OF MICHIGAN PROBATE COURT MONTCALM COUNTY	PROOF OF RESTRICTED ACCOUNT AND ANNUAL VERIFICATION OF FUNDS ON DEPOSIT (MINOR CONSERVATORSHIP)	FILE NO.
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IN THE MATTER OF: \_\_\_\_\_ d/o/b: \_\_\_\_\_

Minor's current address: \_\_\_\_\_

USE NOTE: This form must be completed and filed with the court within 28 days of the conservator's qualification, or as otherwise ordered by the Court, and annually thereafter.

**Authorization for Release of Information**

I agree and authorize the financial institution herein to release any information related to the within account to a representative of the Montcalm County Probate Court upon their written or oral request for information without a court order. This authorization shall not expire and may not be revoked.

Date: \_\_\_\_\_  
Signature of Conservator

**TO BE COMPLETED BY FINANCIAL INSTITUTION**

Name of financial institution/insurance company/brokerage firm	
Address	Telephone no.
Name of authorized representative	Title

I certify that the estate funds of the minor are currently on deposit with us under a restricted account as follows:

Type of account	Account Number	Balance as of _____
Account caption (include name of conservator)		

*Attached is a copy of the corresponding financial institution's statement. Must be dated within 30 days after the end of the accounting period.*

I further certify that:

1. The funds, including accruals, shall not be released or withdrawn except by written order of this Court.
2. Records have been marked to prohibit withdrawal except by written order of this Court.
3. We are liable for funds released or withdrawn without written order of the Court.

I declare under penalties of perjury that the above statement has been examined by me and that the contents thereof are true to the best of my information, knowledge and belief.

Date: \_\_\_\_\_  
Signature of authorized representative of financial institution

Do not write below this line- For court use only

**Hon. Charles W. Simon, III, Judge of Probate**

Lisa Nieto, Probate Register  
625 North State Street  
Stanton, Michigan 48888  
(989) 831-7316 Fax: (989) 831-7314

**Montcalm County Probate Court**

**INSTRUCTIONS TO FINANCIAL INSTITUTIONS  
MINOR CONSERVATORSHIPS – RESTRICTED ACCOUNTS**

1. The court has appointed a conservator to manage the funds of another person. The conservator must place the funds into an account(s) that require a court order before withdrawal therefrom. The court has permitted this action in lieu of requiring a surety bond. The cooperation of your financial institution is needed to accomplish this arrangement.
2. The conservator has "Letters of Conservatorship" issued by the Montcalm County Probate Court. This document specifies the authority the court has given the conservator and states that the conservator is to place the funds into a restricted account. You may run a copy of the Letters of Conservatorship for your records in setting up this account.
3. The money is being managed by the conservator. It is not owned by the conservator. It cannot be used as collateral for any loan. You should title the account to reflect this. It is acceptable to the court to title the account as follows: "Estate of Mary Doe, Joe Doe, conservator," or "Joe Doe, conservator of Mary Doe, minor," or "Joe Doe, Conservator of Mary Doe, a Protected Person." The social security number of the protected person (not the conservator) may be used on the account.
4. The financial institution should specifically designate on the account that the money – including subsequent additions of principal and interest – is not to be released to the conservator, nor to the minor or protected person, without a prior order of the court. This Court has specific forms for the approval of any withdrawals, transfers or changes to the account.
5. Upon setting up the account and receiving the initial deposit, **the court requires that you complete the attached court form** entitled, "Proof of Restricted Account and Annual Verification of Funds on Deposit" which is an acknowledgment that the restricted account has been established and that the funds will not be released without the prior written order of the court. The Conservator will be required to file this form annually on the anniversary of their appointment.
6. The Proof of Restricted Account form also includes an authorization to release information. The Bank will be required to provide the Court with any information (written or oral) upon request by a representative of the Montcalm County Probate Court without a court order for such release.
7. If a Petition and Order for Use of Funds, or other court order, is submitted to the financial institution, make sure:
  - a. It is a certified copy (containing a raised seal) of the order and it authorizes a specific withdrawal from the account. Any withdrawals should be made through a cashier's check made payable to the entity listed on the court order, with copies of the transaction sent to the Court.
  - b. It is within 30 days from the date of the order.
  - c. To keep the original order upon release of the assets in the amount authorized in the court order.
8. In minor conservatorships, once the minor turns age 18, a final account is filed with the court and the court will issue an order directing the remaining funds be delivered to that person. You should not release the funds to that person without a certified copy of that order.

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**APPROVED BANKS AND FINANCIAL INSTITUTIONS**

American Express Financial Advisors  
6000 28<sup>th</sup> Street, S.E., Ste 200  
Grand Rapids, MI 49546  
(616) 454-6170

Fifth Third Bank  
410 South Greenville West Drive  
Greenville, MI 48838  
616-754-5611

Michigan One Credit Union  
122 East Main Street  
Carson City, MI 48811  
(989) 584-3900

National City  
5601 28<sup>th</sup> Street, S.E.  
Grand Rapids, MI 49546  
616-771-8704

Sidney State Bank  
3016 West Sidney Road  
Sidney, Michigan 48885  
989-328-2501

Commercial Bank  
101 North Lafayette  
Greenville, MI 48838  
616-754-7166

First Bank of Lakeview  
506 South Lincoln  
Lakeview, MI 48850  
989-352-7271

Greenville Community Bank  
PO Box 337  
Greenville, MI 48838  
616-754-5100

Raymond James Financial Services  
128 South Lafayette Street  
PO Box 248  
Greenville, MI 48838  
616-225-8633

**\*\*Chemical Bank chooses not to handle restricted accounts as of 11/2005\*\***

**BANKS AND FINANCIAL INSTITUTIONS NOT APPROVED BY THIS COURT:**

Huntington Bank  
Bank One  
Independent Bank  
Edward Jones Investments