COURT OF COMMON PLEAS OF PHILADELPHIA • ORPHANS' COURT DIVISION

ACCOUNT FILING CHECKLIST • SPECIAL NEEDS TRUST

ESTATE OF ,DECEASED/SETTLOR	**PREPARER:** ATTORNEY/ACCOUNTANT	TELEPHONE NUMBER
O. C. NUMBER OF	ADDRESS & EMAIL ADDRESS	

INSTRUCTIONS: Persons wishing to file an account must first complete this form, indicating in "preparer" column **(YES or N/A)** whether the items listed are included in the audit papers and/or the account. Items that are required in all cases are printed in **BOLD.** Upon review by the staff of the Clerk's Office, the account and related audit papers may be accepted for filing if complete or rejected if incomplete.

PREPARER	ITEM	O. C. CLERK
	1) **Account Cover Page and Summary Page** [Pa. O.C. Rule 2.1(b)(4)(i)-(ii)]	
	2) **Account Signed by All Accountants and Verified by at Least One Accountant** [Pa. O.C. Rule 2.1(b)(4)(iv)]	
	3) **Petition for Adjudication/Statement of Proposed Distribution Signed by Counsel** [Pa. O.C. Rule 2.4(e)]	
	4) **Petition for Adjudication/Statement of Proposed Distribution Signed by at Least One Accountant** [Pa. O.C. Rule 2.4(d)]	
	5) **Petition for Adjudication/Statement of Proposed Distribution Verified by at Least One Accountant** [Pa. O.C. Rule 2.4(d)]	
	6) Typed Copy of Trust Instrument	
	7) Copy of Trust Instrument, Certified Correct [Phila. O.C. Rule 2.4B(4)(a)]	
	8) Statement of Method and Date of Notice to Dept. of Human Services, Special Needs Trust Depository and Social Security Administration [Phila. O.C. Rule 2.4B(4)(c)]	
	9) **Statement of Method of Notice and Copy of Notice** [Pa.O.C.Rule 2.5]	
	10) Notice of Charitable Gift to Attorney General [Pa.O.C.Rule 4.4(a)(13)]	
	11) Petition to Appoint/Request to Waive Guardian/Trustee Ad Litem	
	12) Letter of No Objection from Counsel for Dept. of Human Services [Phila. O.C. Rule 2.4B(4)(b)]	
	13) Agreement of Compromise and Settlement [Phila O.C. Rule 2.4B(1)(c)]	
	14) Agreement Regarding Accountant's Compensation [Phila O.C. Rule 2.4B(1)(d)]	
	15) Certificate of Appointment of Foreign Fiducuary [Phila O.C. Rule 2.4B(8)(a)]	
	16) Affidavit of Foreign Fiducuary [Phila O.C. Rule 2.4B(8)(b)]	
	17) Income Accounting Waivers [Phila O.C. Rule 2.4B(1)(e)]	

☐ ACCEPTED ☐ REJECTED	REVIEWED BY	DATE