

CHECKLIST

Before returning these Accounts to the Public Trustee please ensure that you have attended to the following matters:

- Check that **Form B** and **Form C** have been signed by the Administrator(s) **and** by the qualified witness. **Abstracts 1 – 4** must also have been signed by the Administrator(s).
- Ensure that you have complied strictly with the reporting dates shown on the forms. You **may not** alter these dates for this account but you may apply to the Public Trustee, in writing, for a variation of these dates for future accounts.
- Check that you have correctly deleted the **relevant sentence** at **item 4** (re: gifting) on **Form C**.
- Check that the **Summary of Accounts** on **Form B** balances.
- Check that copies of all **relevant documents** are attached. Page 2 of the ***Instructions for Preparing Your Annual Accounts*** specifies the relevant documents required. Please ensure that copies of receipts are included for all individual payments over \$400.00.
- Ensure that **all assets** (including bank accounts) are listed on **Abstract 3**.
- Ensure that **all liabilities** are listed on **Abstract 4** or that 'Nil' is entered at 'Total Liabilities'.

If you have any questions please phone the Private Administrators' Support Team at the Public Trustee on 1300 746 116.