

Access of Guardian to Assets Held by Financial Institutions

The form, **Declaration of Guardian: Assets Held in Financial Institutions**, is used to provide notice to a financial institution, insurance company or securities dealer (hereafter “institution”) that the Guardian is entitled to access the incapacitated person’s assets held by the institution (for purposes of inventorying, utilizing, transferring or blocking the held assets). Filing this form with the Clerk’s office provides a means for the court to confirm the nature and value of the incapacitated person’s assets held by institutions.

Talk to a lawyer if you can

These instructions have been developed by the King County Superior Court Family Law Information Center. They are not intended to be a substitute for legal advice. They provide only legal *information*. It’s a good idea to talk to a lawyer before you file any forms. If you cannot afford a lawyer, you can:

- Find a lawyer to help you with the *most difficult* parts of your case, such as reviewing your forms, explaining how to get ready for court and confirming this is the best legal action for your case. You can contact the King County Bar Association to ask for a referral.
- Ask the Family Law Facilitator’s office for a list of low-cost and free legal resources.

King County Superior Court
516 3rd Ave, Room W-382
Seattle, WA 98104

Maleng Regional Justice Center
401 4th Ave North, Room 3D
Kent, WA 98032

Step 1: Fill out these forms

Download form at:

<http://kingcounty.gov/courts/superior-court/ex-parte-probate/minor-settlement-forms.aspx>

Form name	Form Number	Completed
Declaration of Guardian: Assets Held in Financial Institutions	16	<input type="checkbox"/>

- Complete a separate *Declaration of Guardian: Assets Held in Financial Institutions* for each account or asset. Such assets include bank accounts, life insurance policies with cash value, securities (i.e. stocks and bonds) accounts and safe deposit boxes.
- If the asset is a safe deposit box (and contents), guardian must also prepare an inventory of the contents of the safe deposit box (See Step 2).
- For each *Declaration of Guardian: Assets Held in Financial Institutions*, you will also need to obtain a **Certified Copy** of your **Letters of Guardianship**, which you must attach to the completed Declaration.
- Include an envelope, with postage prepaid, addressed to the Clerk's office that issued you the letters of guardianship.

Step 2: Make Copies; Deliver Declaration, Attachments and Envelope to the Financial Institution; Complete Inventory of Safe Deposit Contents (if applicable)

- Make one copy of all forms for your records
- Deliver the **original** completed *Declaration of Guardian: Assets Held in Financial Institutions* and attachments, and envelope with postage prepaid, to the financial institution. Ask the financial institution to send your completed Declaration and all attachments to the Clerk's Office, together with a statement signed by an agent of the financial institution stating that the description of the asset as set forth in the Declaration appears to be accurate, and confirm the value of the asset in the case of a cash asset.
- If the asset is a **safe deposit box (and contents)**, prepare an **inventory of the content** of the safe deposit box **while in the presence of an employee of the financial institution. The inventory must include a statement signed by the employee** stating that the inventory is accurate. Once completed, the inventory must also be attached to the completed original Declaration for mailing by the institution to the Clerk's office for filing.