

ANNUAL REPORT OF GUARDIAN OF THE PERSON

Pursuant to the Texas Estates Code § 1163.101 et seq, a person appointed as Guardian of the Person of an Incapacitated person is required to file an Annual Report on the well-being of that Incapacitated person. The following form can be used to comply with this requirement.

Instructions:

- Form must be filled out completely and to the best of your knowledge.
- If you are unsure of your *Cause Number*, *Reporting time period*, or *Bond type* please call the Probate Office for assistance.
- Reporting time period should always cover the *previous* year.
- All guardians appointed Guardian of the Person need to be included in the report.
- All guardians must sign the report in front of the Notary Public.
- Attach a current picture of the Ward and Social Security Representative Payee Report.
- Reports may be filed in person or by mail along with any applicable fee.
- Unless there is an *Affidavit of Indigence* or *Affidavit of Inability* to pay on file, the fee to file the Report is approximately \$12.00 and the fee for renewed *Letters of Guardianship* is \$2.00 (average cost).
- Failure to file the required Annual Report in a timely manner could result in the setting of a hearing before the court and/or the abatement of the guardian's authority.

PLEASE NOTE: THIS FORM IS NOT A SUBSTITUTE FOR LEGAL ADVICE

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