



State of Alaska Department of Commerce, Community
and Economic Development Division of Corporations,
Business and Professional Licensing
GUARDIAN/CONSERVATOR SECTION

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For Division Use Only

GUARDIAN/CONSERVATOR ANNUAL REPORT DUE:
Within 30 days following the end of each calendar year

Licensee Name: _____

Guardian License #: _____ Conservator License #: _____

**LICENSEE – PLEASE NOTE THAT THE ANNUAL REPORT INFORMATION IS TO BE SUBMITTED TO THE
OFFICE OF PUBLIC ADVOCACY. DO NOT DUPLICATE INFORMATION. DO NOT SEND INFORMATION
TO THE DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING.**

Sec. 08.26.080. Annual report. (a) Within 30 days following the end of each calendar year, a licensee shall submit to the office of public advocacy, Department of Administration

- (1) evidence of the continuing existence of a court ordered bond, if any, required by a court to be maintained by the guardian or conservator;
- (2) a list, including case numbers, of the wards and protected persons for whom the licensee is acting as a private professional guardian or private professional conservator;
- (3) an accurate financial statement of the licensee, including total fees collected from the protected person, total business expenses, and documents necessary to establish financial solvency of the licensee;
- (4) a letter stating that the licensee has filed all required court reports in the previous calendar year; and
- (5) a copy of all of the licensee's federal tax documents filed with the Internal Revenue Service and all of the licensee's correspondence with the Internal Revenue Service for the calendar year.

(b) The office of public advocacy shall notify the department of the licensee's compliance with (a) of this section.

AS 08.26.080 requires licensees to comply with the following submission of information.

_____ Attach evidence of the continuing existence of a court ordered bond, if any, required by a court to be maintained by the guardian or conservator.

_____ Attach a list, including case numbers, of the ward(s) and/or protected person(s) for whom the licensee is acting as a private professional "full" or "partial" guardian or private professional conservator.

_____ Attach an accurate financial statement of the licensee, including total fees collected from the protected person(s), total business expenses, and documents necessary to establish financial solvency of the licensee.

_____ Attach a letter stating that the licensee has filed all required court reports in the previous calendar year.

_____ Attach a copy of all of the licensee's federal tax filed with the Internal Revenue Service and all of the licensee's correspondence with the Intern year.

PLEASE NOTE: In AS 08.26.080(5), the statute is silent concerning for which tax year documents are to be submitted. Until further legislative clarification is provided, the division's position is that it is the preceding calendar year (i.e., in 2014, submit tax returns filed with the IRS in 2013).

Licensee Signature

Date

RETURN THIS SIGNED FORM AND REQUIRED ATTACHMENTS TO:

Department of Administration
Office of Public Advocacy
900 West 5th Avenue
Anchorage, AK 99501