Objective
To provide the Fiduciary with steps on how to acknowledge an accounting to prepare for final submission.

Audience
User: Fiduciary

Prerequisite
The Fiduciary has added, edited, and/or attached all information to line items and accountings.

Instructions

Acknowledge an Accounting Note: After acknowledging an accounting, changes can still be made. Total Funds Under Management must equal Total Assets for the accounting to be balanced when changes are made and before the accounting can be submitted. Additionally, if the Fiduciary changes their court-appointed status or modifies the fiduciary fee reimbursement, the Fiduciary will need to re-acknowledge the completed form.
1. **Click Acknowledge.** An error message will populate if the accounting is not balanced. At this point, please review all entries and ensure the entered information is accurate. Total Funds Under Management must equal Total Assets for an accounting to be balanced.
2. If a **fiduciary fee** was recorded in this accounting, complete the following steps:

   i. Check box acknowledging that **fiduciary fee documentation** was attached

   *This box pops up only when the fee taken was excessive.*

   ii. Click **Next**
3. If the Fiduciary was **court-appointed**, complete the following steps:

   i. Check box acknowledging that **court-appointed fiduciary certification** was attached

   ii. Click **Next**
4. If **savings bonds** were included in the accounting, complete the following steps:

   i. **Answer Question:** Were additional savings bonds purchased during accounting period? (Yes/No). Answering yes or now will result in the same following step.

   ii. **Answer Question:** Were savings bonds cashed during this accounting period? (Yes/No). Answering yes or no will result in the same following step.

   iii. **Click Next**
5. If funds were transferred to accounts titled other than the beneficiary, complete the following steps:

   i. **Answer Question:** During the accounting period, were any funds transferred out of the custodial account? (Yes/No).

   ii. **Answer Question:** Were the funds transferred into an account titled to someone other than beneficiary? (Yes/No).

   If yes, click [here](#). If no, click next.

   iii. If you selected **Yes**, enter any clarifying comments and upload supporting evidence. Then click next.

   Please note uploaded files are viewable in the files section.
6. If cash withdrawals from custodial accounts were made, complete the following steps:

   i. Answer Question: During the Accounting period, were there any Cash Withdrawals taken from the Custodial Account? (Yes/No)

      ▪ If yes, click here. If no, click next.

   ii. If you selected Yes, input the cash withdrawal amount, enter any clarifying comments, and upload any supporting evidence. Then click next.

Please note uploaded files are viewable in the files section.
7. If any **VA funds were gifted, loaned, or borrowed**, complete the following steps:

   i. **Answer Question: During the accounting period, were any VA funds gifted, loaned, or borrowed?** (yes/no).

      - If yes, click **here**. If no, click **next**.

   ii. If you selected **Yes**, enter any clarifying comments, and upload any supporting evidence. Then click **next**.

   Please note uploaded files are viewable in the files section.
8. If funds were received or sent to a previous or new Fiduciary, complete the following steps:

   i. Answer Question: Did you receive money from a previous fiduciary during the accounting period? (Yes/No) Answering yes or no will result in the same following step

   ii. Answer Question: Did you send money to a new fiduciary during the accounting period? (Yes/No) Answering yes or no will result in the same following step

   iii. Click **Next**.

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Fiduciary Accountings Submission Tool (FAST)

Training Job Aid

Acknowledge an Accounting

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Pension and Fiduciary Service

Last Updated: September 2021
9. If any **major purchases** were made during the accounting period for the beneficiary, complete the following steps:

   i. **Answer Question:** Were there any major purchases during the accounting period for the beneficiary? (Yes/No)

   - If yes, click **here**. If no, click **next**.

   Please note uploaded files are viewable in the files section.
10. **Update** Fiduciary’s **Contact Information**

If any changes are required, please update accordingly.

- **First Name**
  - FAST

- **Last Name**
  - Fiduciary User

- **Email**
  - ian.m.norris@accenturefederal.com

- **Phone Number**
  - 5555555555

- **Address**
  - 123 Fake St.
  - City: Chicago
  - State/Province: Illinois

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i. **Click Next**

11. **Check boxes** acknowledging that all relevant documents were attached
12. **Read the Legal Acknowledgements**

- Click **Next**

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**Acknowledgement of Attached Documents**

- Bank statements covering the entire accounting period
- Copies of receipts for larger expenses
- Copies of checks written for withdrawals

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**Legal Acknowledgements**

- Pursuant to revised Fiduciary Agreement VA Form 21P-4308, this is a complete accounting of all funds I received for the beneficiary. I certify that this is a true account of the beneficiary’s estate for the period stated, to the best of my knowledge and belief.

- I certify that during this accounting period, I have not been convicted of any offense under Federal or State law, which resulted in imprisonment for more than one year. I understand the Department of Veterans Affairs may obtain my criminal background history to verify my response.

- I certify that during this accounting period, I did not default on a debt, was not the subject of collection action by a creditor and did not file bankruptcy. To the best of my knowledge, no adverse credit information has been obtained by the Department of Veterans Affairs.
Fiduciary Accountings Submission Tool (FAST) Training Job Aid

Acknowledge an Accounting

i. **Check boxes** of Legal Acknowledgements

![Image of the Acknowledge pop-up window with checkboxes selected]

ii. **Click Next**

![Image of the Acknowledge pop-up window after clicking Next]

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13. **View Accounting Status**  Next Step: Submit Accounting

**Outcome**

The Fiduciary has reviewed all line items, acknowledged the accounting is accurate, and is ready for submission.