

# INSTRUCTIONS FOR DEPOSITING OF MINOR'S FUNDS

These instructions are intended as a guideline only and should not be relied upon as a comprehensive list of duties in depositing of minor's funds.

Whenever a minor is receiving funds from an inheritance from an estate, insurance policy (where minor is named beneficiary) or wrongful death settlement (where minor is recipient of wrongful death proceeds) and the amount is \$25,000 or less the application is filed in Probate Court.

A filing fee is required at the time of filing. Current Court Costs are posted at: <https://www.probatect.org/about/general-resources>.

Please confirm the amount with the Cashier since filing fees may have changed subsequent to the publication of this instruction sheet. **This fee must be paid in cash, money order, certified check, MasterCard, Discover, or American Express. No personal checks will be accepted.**

The forms may be obtained from the Issue Desk on the 9<sup>th</sup> floor of the Probate Court, 230 E. 9<sup>th</sup> Street, Cincinnati, Ohio or by downloading the forms from the web site.

## **STEP 1: Filing of the Application**

After you fill out the Application and Entry to Deposit Minor's Funds – No Guardian (H.C. 116.10) you need to see a magistrate. If the funds are coming from an estate or a wrongful death settlement in the Hamilton County Probate Court, you need to see the magistrate assigned to that estate. The magistrate will review the forms and approve the application for filing.

## **STEP 2: Filing of papers with Cashier**

The "Application and Entry to Deposit Minor's Funds – No Guardian" is taken to the cashier who will assign a case number. At this time, the cashier will require the payment of the filing fee. The cashier will retain the original form. Please provide the cashier with a copy of the form so that it may be filed stamped. This copy will be presented to the bank to establish the account.

## **STEP 3: Depositing of Funds and Filing of Verification of Receipt and Deposit**

Once the Application and Entry has been approved, the check needs to be deposited into the depository listed on the application. The funds should be listed in the name of the minor only. Principal and interest will be impounded until the minor reaches the age of 18. After the money has been deposited a **Verification of Receipt and Deposit (H.C. Form 22.3)** needs to be presented to the magistrate for approval and then filed with the Cashier. The verification should be filed within 14 days from the filing of the application and entry or the Court will cite you to appear.

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
RALPH WINKLER, JUDGE**

IN THE MATTER OF \_\_\_\_\_, MINOR

CASE NO. \_\_\_\_\_

**APPLICATION FOR DEPOSIT OF MINOR'S FUNDS  
WITHOUT APPOINTMENT OF GUARDIAN  
[R.C. 2111.05, \$25,000 OR LESS]**

Now comes the undersigned applicant, without the appointment of a guardian, and applies to the Court for an order releasing to \_\_\_\_\_, a depository authorized to receive fiduciary funds, the amount of \$ \_\_\_\_\_, belonging to \_\_\_\_\_, a minor, from the following source: \_\_\_\_\_ gift; \_\_\_\_\_ inheritance; \_\_\_\_\_ insurance proceeds; \_\_\_\_\_ wrongful death proceeds (Estate No. \_\_\_\_\_ Estate Name \_\_\_\_\_); or \_\_\_\_\_ other (\_\_\_\_\_).

\_\_\_\_\_  
Attorney for applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

**ORDER FOR DEPOSIT OF MINOR'S FUNDS WITHOUT  
APPOINTMENT OF GUARDIAN**

Applicant is hereby ordered to release to \_\_\_\_\_, a depository authorized to receive fiduciary funds, in the sum of \$ \_\_\_\_\_, being funds belonging to \_\_\_\_\_, a minor from the source described above. Said funds shall be held in the sole name of the minor and shall not be released until said minor attains the age of majority or until further order of the Court. Within fourteen (14) days of this order, the applicant shall file a Verification of Deposit with this Court.

\_\_\_\_\_  
Ralph Winkler, Probate Judge/Magistrate

**PROBATE COURT OF HAMILTON COUNTY, OHIO  
RAPLH WINKLER, JUDGE**

IN THE MATTER OF \_\_\_\_\_

CASE NO. \_\_\_\_\_

**VERIFICATION OF RECEIPT AND DEPOSIT**

[Not for use in Custodial Account]

Pursuant to Court order, the sum of \$ \_\_\_\_\_ was deposited with  
\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_,  
as evidenced by Savings/Certificate of Deposit Account Number \_\_\_\_\_  
\_\_\_\_\_. This account is held solely in the name  
of \_\_\_\_\_, a minor.

By accepting said deposit for said minor, this institution agrees that said deposit, together with accumulated interest, shall be held and no part thereof released until said minor attains the age of majority or upon further order of this Court.

\_\_\_\_\_  
Financial Institution

By: \_\_\_\_\_  
Authorized Officer

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date