



Advocates & Guardians for the Elderly & Disabled, Inc.
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Instructions for the AGED Guardian Benevolent Fund

AGED Guardian Benevolent Fund (**GBF**) is here to support Professional Guardians and their Attorneys serving pro bono wards in Florida. To obtain payment for services rendered to Pro Bono wards, follow the steps below:

- A. Before submitting this application please be aware
 - a. For payments received, you will be issued a 1099 NEC.
 - b. Funding is zone specific and not guaranteed. Do not rely on these payments. The funding comes from Surplus Trust property retained by AGED Trust upon the passing of a ward who is a beneficiary of an AGED Pooled Trust established by a Professional Guardian, so funding cannot be predicted.
 - c. While AGED does not require a court order, receiving fees from this fund without a court order may create concerns with OPPG, Inspector general, the clerk or judge in your specific jurisdiction. Discuss this with your attorney. Refer to statues such as 744.367 (3)(a), 744.108 and rule 58M-2.009 22(a)
 - d. Payment may be denied at any time without cause, and at the sole discretion of AGED.
1. Submit an AGED GBF Application form with the Guardian's signature. This one-time application gives AGED basic information about each ward to verify if they qualify for the program.
2. Submit an AGED GBF Disbursement form, with the Guardian's and/or the Guardian's Attorney's fee invoices **Note: Disbursement Form may include invoices up to six months prior to submission date of the form.**
3. Guardians: The **maximum** compensation for Guardian fees is **10 hours per calendar month**, at a **maximum rate of \$50.00 per hour. Copy of detailed billing including time is required. No expenses paid.**
4. Attorneys: The **maximum** compensation for Attorney's fees is **12 hours per calendar year**, at a **maximum rate of \$100.00 per hour. Copy of detailed billing including time is required. No expenses paid. Note: Guardian must submit Attorney's fees for Attorney to be paid for services by GBF.**

Important Note: Payment is available on a first-come first-serve basis; therefore, we encourage monthly requests for payments. If there are no funds available when a disbursement request is received, the request and invoices will be placed on file until funds are available. The method for determining payments is at the sole discretion of AGED. The initial application may include invoices up to six months **prior to application date.**
5. Provide a completed W-9 by the Guardian for the Guardian to receive payment. Provide a completed W-9 by the Attorney for the Attorney to receive payment.
6. Application and Disbursement forms can be emailed to: probono@trustaged.org faxed to: 407-682-5511; or mailed to: AGED 1607 Cherrywood Lane, Longwood, FL 32750.
7. **Requests for payment are not considered a lien, debt, or any other form of obligation for AGED to pay for services of a ward to a Guardian or Attorney.** The program was created out of respect for what Professional Guardians and their Attorneys do for their wards.