

INSTRUCTIONS FOR FILLING OUT FORM

PURPOSE. This form is to be used when a periodic accounting of the estate is due to filed with the Court by the Administrator of the decedent's estate. The Administrator is required to file an account with the Court during the first 15 days of April and October of each year unless the Administrator is appointed within 60 days before April or October in which case the filing of the periodic accounting is not due until the following April or October.

FORMS INVOLVED. The form is an **Periodic Accounting**. You will need to fill in the necessary information with help from the instructions below and then file the forms with the court.

Periodic Accounting. The Administrator is required to file an account with the Court during the first 15 days of April and October of each year showing the amount of money received and expended by the Administrator, who received and who was paid any estate money with proper vouchers for payments, the name and amount of each claim against the estate that have been presented and whether any claim has been rejected, any estate property sold and any other matter necessary to show the condition and affairs of the estate. If the Administrator is appointed within 60 days before April or October the filing of the periodic accounting is not due until the following April or October.

When filing the document, the Administrator is required to attach vouchers/bills/receipts for any estate money used to make any estate payments to the Periodic Accounting.

INSTRUCTIONS FOR FILLING OUT THE FORM. To fill out this form follow these instructions. The numbers to each instruction below is the number on the blank line on the form where the information for that number needs to be inserted on the form. You can print this page in its entirety or you can scroll down to the form. There will be a blank screen between these instructions and the form and between the form so keep scrolling or just copy this page in its entirety.

Instructions for filling out the Periodic Accounting form:

- (1) on this line insert the name of the deceased person whose estate you are seeking to probate.
- (2) on this line insert your name.
- (3) on this line insert the day.
- (4) on this line insert the month.
- (5) on this line insert the year.
- (6) on this line insert your name by signing.

