

RESPONSIBILITIES OF PERSONAL REPRESENTATIVE EXECUTOR/EXECUTRIX

As a personal representative, by law you have certain fiduciary responsibilities with respect to the estate. In an effort to complete these responsibilities timely and completely, the following guidelines should be strictly followed:

1. Carrying out the written instructions of the decedent relating to his or her body, funeral, and burial arrangements.
2. Arranging for the immediate needs of survivors (minors).
3. Locating the will and other important papers and information.
4. Making application in person to probate the will or to terminate joint tenancy or for appointment as personal representative; obtaining Short Certificates.
5. Giving legal written notice of your appointment to the heirs (if there is no will) or devisees (if there is a will).
6. Taking possession of estate property. Locking up unoccupied real estate.
7. Notifying decedent's life insurance companies.
8. Determining which estate assets will be needed to pay taxes as well as administration expenses and other costs of settling estate.
9. Ascertaining values at date of death for all decedent's bank accounts, closing those accounts, and opening an estate account. Obtaining Federal EIN number by filing SS-4.
10. Depositing or investing liquid assets in federally insured interest-bearing accounts, readily marketable secured loan arrangements or other prudent investments, if funds are not needed to meet debts and expenses currently payable.
11. Preparing and filing an inventory of all decedent's property with the Register of Wills.
12. Paying expenses for last illness, funeral and burial expenses, and other debts.
13. Having real and personal property appraised.
14. Distributing assets as required by intestate laws or by will.
15. Satisfying charitable pledges in will.
16. Preparing and filing federal estate tax returns (if applicable) and PA Inheritance Tax return.
17. Preparing and filing federal and state income tax returns for the decedent's last year of life and, if necessary, for the estate.

This firm represents the Estate. As a Personal Representative or Executor/rix, you may not transfer funds in or out of the Estate Account without prior notification to our offices so we can confirm the appropriateness of such transfers.

Agreed and Accepted: _____