Instructions for Completing the RETURN OF PERSONAL REPRESENTATIVE:

Fill out the name of the Decedent, your name, and Estate Number. Circle whether this is an Annual Return or a Final Return. Note that Final Returns must be accompanied by a petition seeking discharge. **You MUST fill in the beginning date of the reporting period, and the ending date of the reporting period**. These dates should generally correspond to the month and day your Letters issued.

Do not include assets that passed at the Decedent's death by beneficiary designation, joint tenancy with rights of survivorship, or other operation of law.

SUMMARY

Complete this section last, as the numbers you enter here will be the totals from the subsequent pages.

Beginning balance: if this is your first Return, enter $0 on this line. If this is not your first Return, this line should be the same as Line E (Asset balance on hand) from your last approved Return.

Total estate receipts/deposits/gains: This should be the total from the 2nd page, "item a" of the Return.

Subtotal: Add Line A (beginning balance) and Line B (total estate receipts/deposits/gains) and enter the sum on this line.

Total expenditures/distributions/losses: This should be the total from the 3rd page, item a of the Return.

Asset balance on hand: Subtract Line D (total expenditures/distributions/losses) from Line C (subtotal) and enter the number on this line.

Value of in-kind distributions: List the value of assets distributed in-kind to the heirs and/or beneficiaries. Examples include real estate, vehicles, or tangible personal property)

Undistributed assets: in this section, list any assets that you have not yet distributed or liquidated that are not otherwise reflected in Line E (asset balance on hand). Do not include assets received during the reporting period that are otherwise reflected as income on Page 2 of the Return.

Current amount of bond: list the face value of the fiduciary bond currently on file with the Court. If you were not required to post a bond, enter N/A.

INCOME

Receipts/deposits/gains: This section should list any liquid or cash-equivalent assets received during the reporting period, which should generally be deposited into an estate bank account. If this is your first return, this would include the values of any bank or credit union accounts from your Inventory. List the date received, the source and general description of the funds, and the

amount of the funds brought into the Estate. If you sold or otherwise liquidated any non-liquid assets of the estate during the reporting period, you should reflect such sale in this section. List each receipt or deposit separately. When you are finished listing each receipt, add all receipts together and enter the sum on the last line as the "TOTAL."

Assets received in kind: This section should list any non-cash assets received during the reporting period that are not otherwise listed on your Inventory. List the date received, the source and general description of the assets, and the value of the asset. List each asset separately. When you are finished listing each asset, add the value of all assets together and enter the sum on the last line as the "TOTAL."

Unrealized gains: This section should list any unrealized gains or increase in the value of investments that have not been distributed during the reporting period. List one value of the unrealized gain or increase for the year per investment, rather than separately listing each month or quarter.

***If there is any change in the balance or value of any asset between the date of Decedent's death (which should be listed on the Inventory) and the balance or value you received into the Estate as the Personal Representative, please explain.

DISBURSEMENTS

Expenditures/distributions/losses: This section should list any liquid or cash-equivalent assets paid from the Estate to anyone during the reporting period, which should generally made from the estate bank account. List the date paid, the recipient or payee of the funds, and the amount of the funds paid. List each payment separately. When you are finished listing each payment, add all payments together and enter the sum on the last line as the "TOTAL."

Real and/or tangible property distributed in kind: This section should list any non-cash assets distributed during the reporting period, such as vehicles or real property. List the date distributed, the general description and recipient of the asset, and the value of the asset. List each asset separately. When you are finished listing each asset, add the value of all assets together and enter the sum on the last line as the "TOTAL."

Unrealized losses: This section should list any unrealized losses or decrease in the value of investments that have not been distributed during the reporting period. List one value of the unrealized loss or decrease for the year per investment, rather than separately listing each month or quarter.

***If for any reason the Estate Return does not reflect the true condition of the Estate as provided, include any note or memorandum of any other facts necessary to understand such condition.

Verification

Your Estate Return must be verified in order to be approved by the Court. By signing the Verification and Certification by Personal Representative, you are certifying that the Estate Return contains a true and correct statement of the assets of the Decedent to the best of your knowledge and that you have delivered a copy of the Estate Return to all heirs or beneficiaries of the Estate and to the Surety on your bond, if any.

You must sign and print your name before a notary public or clerk of the Probate Court. The notary or clerk must sign and date his or her signature and stamp the Verification with his or her notary seal.

If represented by an attorney, the attorney must sign and fill out his or her contact information where indicated.

Certificate of Mailing of Estate Return

Fill in the name of the Decedent, the name of the Personal Representative(s), and the Estate Number

List the name and address of each heir or beneficiary and the Surety on your bond, if any, to whom you have mailed a copy of your Estate Return. If you delivered a copy by any other method than first class mail, indicate the method you used to deliver it.

The Personal Representative (or attorney, if delivery was accomplished by counsel) must sign and print his/her name where indicated.