

consent from your attorney. Always obtain receipts for all distributions made. **NEVER** borrow estate property or put it to your own personal use.

5. Immediately fill out a change of address at the post office to have the decedent's mail forwarded to you.
6. Prepare and file income tax returns for the tax years in which the decedent died and any returns for prior years, if needed. Timely prepare and file any estate, inheritance, or fiduciary tax returns and pay taxes as they come due.
7. After you fully complete the estate administration, you **must** file a closing statement with the Court verifying that all proper claims, expenses and taxes have been paid, all assets have been properly distributed, and a copy of the closing statement has been sent to all distributees. In addition, you must furnish a written statement to all distributees fully accounting for all assets, expenses and distributions made to the heirs or distributees.
8. Notify the Court and your attorney of any change in your address or telephone number.
9. Keep a record of the time you spend working on the estate. You are entitled to a reasonable fee, unless you waive a fee.
10. **Always contact your attorney for advice if you are unsure to any act as personal representative. Have your attorney counsel you in relation to the estate and explain anything that you do not fully understand.**

You, as personal representative, are ultimately responsible to see that the estate is properly and promptly administered, and you are personally liable for incorrect distributions, payments or acts, as well as any unpaid taxes or costs of administration.

I acknowledge that I have carefully and completely read the above instructions and received a copy for my records. I agree to properly carry out my duties.

Dated this _____ day of _____, 2017.

SIGNATURE

PRINTED NAME