

Title of Account: "First and Final" ACCOUNT

FILED BY: Your Name

PERSONAL REPRESENTATIVE OF THE ESTATE OF:

Decedent's Name

OF: New Castle COUNTY

DATE OF DEATH: Date person passed

DATE LETTERS WERE GRANTED: Date estate was opened

ATTORNEY: Name of Attorney. If none, "Pro Se"

TOTAL PROBATE ASSETS: \$ _____ ✓

This comes from the last page of the inventory under the line "Total of Probate Assets". It includes only the totals of Schedules B, C & E from the Inventory.

(Figure must agree with total solely held personal property listed on Recapitulation Page of Inventory)

Any change in assets since filing the inventory, including additional assets received into the estate or losses. Examples include:

- **Gains/losses on sale of securities (stocks, bonds) since filing inventory**
- **Refunds received for cancelling services (i.e. magazine or newspaper subscriptions, insurance, garbage pick-up, etc.)**
- **Refunds received from nursing home for credit against prepaid care**
- **Proceeds for sale of the house ONLY if there was a direction to sell in the will or if real estate needs to be sold to pay debts. Settlement sheet must be attached.**
- **Dividends/interest paid to the estate after filing the inventory**
- **Litigation proceeds (must submit proof of proceeds, such as letter or check stub)**

Subtotal _____

Total Assets _____

Attachments: Form No. N.C. 5 (List of Beneficiaries)
Form No. N.C. 2 (Waiver of Notice) or N.C. 1 (Notice)

****Save cancelled checks/receipts for all of the items listed below.****

The Personal Representative(s) of the Estate of:

Decedent's Name

asks allowance for the following amounts:

ADMINISTRATIVE EXPENSES: Costs incurred in performing one's duties as personal representative. Examples:

- Fees paid to Register of Wills (opening costs, inventory filing fee cost, additional letters charges)
- Appraisal fees and auction fees/commissions paid for personal property
- Three months of allowable home expenses (meaning utilities, phone, insurance, etc).
- If real estate must be sold either by direction or to pay debts, all costs incurred to maintain property until sale are deductible. Any settlement monies deducted from sale proceeds may also be deducted IF gross (not net) proceeds are listed on first page as additional assets.
- Moving/packing/storage expenses for sending personal property to beneficiaries
- Personal representative's expenses (gas, tolls, airfare, hotel, meals, etc.)
- Professional consulting fees

Subtotal _____

DEBTS OF THE ESTATE: Costs incurred by decedent but paid after death.

Examples:

- Medical bills (ambulance, co-pays, hospital bills, etc.)
- Prescription bills, credit card balances at date of death, utility bills through date of death
- Estate taxes if applicable
- Claims filed against the estate must show as paid here.

Subtotal _____

FUNERAL EXPENSES: Costs incurred for the interment & burial of the decedent.

Examples:

- | | |
|---|--|
| • Funeral home fees | • Food/catering and room rental |
| • Honorariums for religious personnel | • Flowers |
| • Grave markers/stone and related inscription costs | • Burial plot if not already purchased |
| • Costs of the wake | • Cremation fees, etc. |

EXCEPTION: If funeral was paid by directive in insurance contract, then not deductible.

Subtotal _____

****NOTE: For all of the above items, if you need additional space, write "See Attached" and attach an itemized schedule of payors and amounts. List total amount under each category.**

Attorney's fees: Only if representing the estate. Attorney must initial

Commissions allowed: "Reasonable fee" you are charging the estate to be the Personal Representative (See Rule 192). Must claim as income on taxes.

Total Expenses _____

Recapitulation:

Total Assets (From Page 1): _____

Total Expenses (From above): _____

Net Personal Estate (Total Assets – Total Expenses) = _____

Closing costs:

1.75% net personal estate 1.75% of Total of page 1 less total of all expenses (Total Assets – Total Expenses = ? X 1.75%)

Recording and indexing: \$20.00 fixed fee

Releases (\$5.00 each): Receipt for goods bequeathed in the will; not mandatory (Not N.C. 2 Waivers)

Rule 190: If attorney is appearing on your behalf
(\$5.00 for each Personal Representative)

Total closing costs: Total of above 4 items to be paid to Register of Wills
Total amount disbursed: Total of all expenses (including closing costs)

Balance remaining in the hands of the Personal Representative of the Estate:

Page 1 less Total Amount Disbursed

Overpayment _____

Is the filing of a Delaware Estate Tax Return with the Division of Revenue necessary in this estate? YES _____ NO _____

If the answer is "yes", have you already filed with the Division of Revenue? YES _____ NO _____

If applicable, an "Affidavit That No Delaware Estate Tax Return is Required" must be filed with the Register of Wills, for persons dying between January 1, 1999 and December 31, 2004, **and** for persons dying on or after July 1, 2009.

Is the filing of a Federal Estate Tax Return necessary? YES _____ NO _____

Date Filed: _____