

# ESTATE ACCOUNTING TEMPLATE

Estate Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

**Executor / Personal Representative Information:**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

### Estate Details:

Decedent's Full Name: \_\_\_\_\_

Date of Death: \_\_\_\_\_

Probate Court and Jurisdiction: \_\_\_\_\_

### Accounting Period and Summary:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Assets:**

- Cash and Bank Accounts: \_\_\_\_\_

- Real Property: \_\_\_\_\_

- Investments / Securities: \_\_\_\_\_

- Personal Property: \_\_\_\_\_

- Other Assets: \_\_\_\_\_

**Liabilities:**

- Funeral and Burial Expenses:

- Taxes (Federal, State, Local): \_\_\_\_\_

- Debts and Creditors' Claims:

- Administrative Expenses:

- Other Liabilities:

### Distributions:

- Beneficiary Name: \_\_\_\_\_ Amount: \_\_\_\_\_

- Beneficiary Name: \_\_\_\_\_ Amount: \_\_\_\_\_

- Beneficiary Name: \_\_\_\_\_ Amount: \_\_\_\_\_

**Additional Notes / Comments:**

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**Clause 1 – Appointment of Executor / Personal Representative**

The Executor named herein is duly authorized to act on behalf of the Estate in accordance with applicable State and Federal laws, and shall perform all duties and responsibilities as prescribed.

**Clause 2 – Inventory and Valuation**

All estate assets must be inventoried and accurately valued as of the date of death. Fair market value shall be used unless otherwise provided by law.

**Clause 3 – Payment of Debts and Expenses**

The Executor shall pay all valid debts, claims, funeral and administrative expenses prior to distribution of assets to beneficiaries.

**Clause 4 – Tax Filings and Obligations**

All necessary Federal and State tax returns shall be prepared and filed timely, and all taxes due shall be paid from estate funds.

**Clause 5 – Distributions to Beneficiaries**

Distributions shall be made only after all debts, expenses, and taxes are satisfied. Beneficiaries shall receive their shares as defined by the will or applicable law.

**Clause 6 – Executor Compensation**

The Executor shall be entitled to compensation as provided by the will or State law, subject to court approval if required.

**Clause 7 – Accounting and Reporting**

A full accounting of all estate transactions shall be maintained and made available to interested parties upon request or as ordered by the court.

**Clause 8 – Record Retention**

All estate records, including receipts, invoices, and correspondence, shall be retained for a minimum period as required by law.

**Clause 9 – Liability and Indemnification**

The Executor shall be indemnified and held harmless from any liability arising from the proper performance of fiduciary duties.

**Clause 10 – Governing Law and Jurisdiction**

This accounting and all related actions shall be governed by the laws of the State in which the probate court is located, without regard to conflict of law principles.

**Clause 11 – Amendments and Modifications**

Any amendments to this accounting must be made in writing and approved by the appropriate court or parties.

**Clause 12 – Notices**

All notices required or permitted hereunder shall be in writing and delivered by hand, mail, or electronic means capable of confirming receipt.

**Clause 13 – Severability**

If any provision hereof is held invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect.

**Clause 14 – Entire Agreement**

This document represents the entire accounting agreement between the Executor and all interested parties concerning the Estate.

**Clause 15 – Signatures**

This accounting shall be signed by the Executor and acknowledged by the beneficiaries or their legal representatives as applicable.

**EXECUTOR'S SIGNATURE**

**BENEFICIARY'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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