

In the Probate Court of Houston County
State of Georgia

In Re Estate of:

Estate Number:

Deceased/Ward/Minor (Circle one)

☐ Annual Return ☐ Final Return

Dates of Reporting Period:

Administrator/Executor/Conservator (Circle one)

From _____ to _____

Return of Fiduciary

Summary of Cash Accounting

A.	Beginning Cash Balance	_____
B.	Total Deposits/Receipts for all accounts	_____
C.	Subtotal (add B to A)	_____
D.	Total Withdrawals/Expenditures for all accounts	_____
E.	<u>Cash Balance</u> (subtract D from C)	_____
F.	Value of any other Estate Assets	_____

Verification and Certification by Fiduciary

I/We _____ being duly sworn, depose and say that I/we are the Personal Representative(s)/Conservators for the above named estate/minor/ward, that I/we reside at _____ and that this is a full and true account of the estate for the period stated, to the best of my/our knowledge and belief. I/We do further certify to the Court that: all bond premiums have been paid; all income tax returns required have been filed; and all taxes due have been paid. For purposes of contacting me/us with regard to this return, my/our daytime phone number is _____ and my/our email address is _____.

Sworn to and subscribed before me on _____.

Signature of Fiduciary

Notary public or Clerk of Probate Court

Signature of Co-Fiduciary

Transaction Register

Bank Name: _____

Account Number: _____ Account Name: _____

Account Type: ☐ Checking ☐ Savings ☐ Money Market ☐ Other

Include **ALL** sums deposited into and paid from the account, including interest, automatic/direct deposits or withdrawals and all bank charges/ **AND** attach a bank statement for each account showing balance on end date of return. **Attach supplemental pages including more transactions if necessary.*

<u>Date</u>	<u>Check #</u>	<u>Payee/Payor and Description</u>	<u>Deposit</u>	<u>Withdrawal</u>	<u>Balance</u>
		Beginning Balance			
		Total Deposits and Withdrawals			
		Ending Balance			

Other Assets in Estate

Attach a statement/proof of value at end date of return for each item

**Attach supplemental pages including more assets if necessary.*

Date

Valued

Investments held by Broker/Institution (Stocks, bonds, etc.)

Value

Date

Valued

Other Assets (Real Estate, Automobiles, Collections, Jewelry, etc.)

Value

Total Value of Other Assets in Estate

\$_____

Account Verifications

Use the certificates on this page to verify balances in EACH account held AND attach an ORIGINAL bank statement for each account showing balance on ending date of Return. Please copy this page if you need additional certificates.

Certificate of Balances on Deposit

Name and Address of Bank or financial institution

I do certify that on _____, 20____, there was on deposit in this institution to the credit of the estate managed by this Fiduciary the following:

Checking Account balance: \$_____ Account Number: _____

Savings Account balance: \$_____ Account Number: _____

Certificates of Deposit Face Value : \$_____ Certificate Number: _____

Interest paid and credited to the above accounts during period of Return totaled: \$_____
(DO NOT include accrued but unpaid interest)

I further certify that each account is properly titled in the Fiduciary's Capacity for the benefit of the Estate/Ward/Minor.

Signature of Certifying Official

Printed Name and Title of Certifying Official

Certificate of Investments Held

Name and Address of Bank or financial institution

I do certify that on _____, 20____, there were held by this institution to the credit of the estate managed by this Fiduciary the investments totaling \$ _____ in a _____ account.

I further certify that each account is properly titled in the Fiduciary's Capacity for the benefit of the Estate/Ward/Minor.

Signature of Certifying Official

Printed Name and Title of Certifying Official

**IN THE PROBATE COURT OF HOUSTON COUNTY
STATE OF GEORGIA**

IN RE: ESTATE OF

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)

ESTATE NO. _____

CERTIFICATE OF MAILING OF ANNUAL/FINAL RETURN

I/We certify that I/We have on this date mailed in an envelope with proper postage affixed thereto for first-class delivery a copy of this Return to the beneficiary(ies) of a testate estate or heir(s) of an intestate estate or if a conservatorship, to the ward or minor and his or her guardians, and surety on the bond as required by law. These include:

- The heirs of intestate estates or beneficiaries of a testate estate, and surety (bonding company) if any. O.C.G.A. §53-7-68
- In adult conservatorships, the surety (bonding company) the ward, and the guardian (if any). O.C.G.A. §29-5-60
- In minor conservatorships, the surety (bonding company) and the guardian. If there is no guardian OR if the conservator and the guardian are the same person, a copy must also be provided to the minor. O.C.G.A. §29-3-60

The parties provided with notice in compliance with the above are as follows (add additional pages, if necessary):

NAME:

ADDRESS:

This ____ day of _____, 20 ____.

Signature (Personal Representative)

Signature (Co-Personal Representative)

Printed Name

Printed Name

Estate Name: _____

Estate Number: _____

Dates of Reporting Period: From _____ to _____

This page to be completed by Court Staff
Calculation of Bond Sufficiency

Total value of personal and intangible property	\$ _____
Plus: any other cash assets	\$ _____
Plus: Annual Income (In Conservatorships ONLY)	\$ _____
Total Value to be bonded	\$ _____
Current Bond on Record dated _____	\$ _____
Bond Excess or Deficiency	\$ _____

Return Audited

Date Audited: _____

By: _____, Clerk

Order Admitting Return to Record

The foregoing Return and its affidavit having been carefully examined and found correct, and having remained on file in this office for at least 30 days and no objections having been filed, the same is allowed; and it is Ordered that said Return together with its affidavit be recorded as the law requires.

Date: _____

Kristen W. Harris, Judge
Houston County Probate Court

Order Directing the Recording of Return without Approval or Disapproval

The foregoing Return having been filed and examined and having remained on file for at least 30 days and no objection to the same having been filed, but it appearing to the Court that the return may evidence waste or mismanagement, it is ORDERED that the Return be recorded without approval or disapproval by the Court and that a copy of the same be served upon the surety on the fiduciary's bond.

Date: _____

Kristen W. Harris, Judge
Houston County Probate Court