

DAVIDSON COUNTY PROBATE COURT

IN RE: \_\_\_\_\_

Docket No: \_\_\_\_\_

**FINAL ESTATE ACCOUNTING INSTRUCTION SHEET AND CHECKLIST**

[ALL FORMS AVAILABLE at: <http://circuitclerk.nashville.gov/probate/probateforms.asp>]

Unless waived by the filing of Statements in Lieu or Court Order, Final Accountings should be submitted **prior to closing the Estate**, in accordance with T.C.A. §30-2-601. The items required for a complete Accounting are listed below.  
**INCOMPLETE ACCOUNTINGS WILL NOT BE ACCEPTED IN THE CLERK'S OFFICE.**

**NOTE: A NOTICE OF DATE TO SUBMIT FINAL ACCOUNTING MUST BE SENT TO INTERESTED PARTIES BY CERTIFIED MAIL AT LEAST FIVE (5) DAYS PRIOR TO FILING THE ACCOUNTING** [per T.C.A. §30-2-603].

**IT IS NOT NECESSARY TO CALL THE CLERK FOR A DATE TO SET THE NOTICE. YOU MAY SELECT ANY BUSINESS DAY, MONDAY THROUGH FRIDAY, 8:00 A.M. TO 3:00 P.M., AND INCLUDE THIS DATE IN THE NOTICE FOR SUBMITTING THE FINAL ACCOUNTING.**

If you have any questions, please call the Clerk's Office at (615) 862-5980.

- ☐ **Detailed Final Accounting - Estate** form must be completed and included [per T.C.A. §30-2-601(a)]:
  - Signed.
  - Acknowledged.
  - Verify that Totals provided are correct.
- ☐ A **List of Financial Accounts and Financial Information Form(s)** must be completed.
- ☐ **Detailed Accounting Register** must be included [per T.C.A. §30-2-601(a)]:
  - Various software programs are acceptable (if the Clerk's Office form is not used).
  - The **Detailed Accounting Register** must contain:
    - Date
    - Payee
    - Check or Debit
    - Amounts and Balances
  - Separate **Registers** should be used for each account.
- ☐ **Financial Statements** must be included as follows [per T.C.A. §30-2-601(e)]:
  - All financial accounts must be provided, i.e. checking, savings, Certificates of Deposit, annuities, stock accounts, mutual funds, brokerage accounts, etc. (Copies are acceptable)
  - Statements provided must pertain to the accounting period for which they are filed.
  - Images of cancelled checks or the actual cancelled checks ARE REQUIRED.
  - If the total funds have been invested for the entire accounting period, only the most recent Financial Statement must be provided.
- ☐ Copy of the **Notice of Date to Submit Final Accounting** must be included [per T.C.A. §30-2-603] unless all required parties have filed Receipt & Waiver(s).
  - ☐ *Return Receipts* (green cards) for the **Notice** should be submitted and/or Receipt & Waiver(s) filed.
- ☐ **Certificate of Service** must be completed and included [per Davidson County Local Rule 6.02]:
  - The **Certificate of Service** certifies that copies of the *Accounting* and supporting documents have been mailed to all interested parties.
- ☐ **Corporate Surety Statement** must be included if Bond has not been waived [per T.C.A. §30-1-201, et seq.]:
  - This will state that the Bond set is still in effect.
- ☐ **TennCare Release** must be filed.
- ☐ **Tennessee Department of Revenue Release or Inheritance Tax Affidavit** must be filed.
- ☐ All **Claims** must be released and all **Court Costs** paid.

**In the Circuit Court for Davidson County, Tennessee  
(Probate Division)**

\_\_\_\_\_ **Decedent** \_\_\_\_\_ **Docket No:** \_\_\_\_\_

**DETAILED FINAL ACCOUNTING – ESTATE**

COMES NOW the Personal Representative in this matter and respectfully submits the attached Final Accounting to the Court for the period of \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_\_.

The **combined** totals of **all accounts** required for this Accounting are as follows:

Beginning Balance for **all accounts combined** ..... \$ \_\_\_\_\_

Total Receipts (+) for **all accounts combined** ..... \$ \_\_\_\_\_

Total Disbursements (-) for **all accounts combined** ..... \$ \_\_\_\_\_

Ending Balance for **all accounts combined** ..... \$ \_\_\_\_\_

Bond Required: ☐ No ☐ Yes

Surety Company: \_\_\_\_\_ Bond Amount: \$ \_\_\_\_\_

I, \_\_\_\_\_, Personal Representative, swear or affirm that this settlement of the accounts exhibits a full, true, and just statement of each and every asset which should be charged, and the credits to which are entitled, to the best of my knowledge and belief.

\_\_\_\_\_  
**Personal Representative**

Sworn to and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Commission Expiration Date**

\_\_\_\_\_  
**Notary Public / Deputy Clerk**

After review of the attached Report of the Clerk, the foregoing Accounting is hereby adopted and approved for recording by this Court, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Judge / Probate Master**

## **CERTIFICATE OF SERVICE**

***[YOU MUST MAIL A COPY OF THIS ENTIRE DOCUMENT TO ALL INTERESTED  
PARTIES AND COMPLETE THIS CERTIFICATE VERIFYING THE DATE MAILED.]***

I hereby certify that a true and exact copy of the foregoing *Accounting* and supporting documents has been served by U.S. Mail, postage prepaid, upon the interested parties listed below.

\_\_\_\_\_  
***(SIGNATURE)***

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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NAME: \_\_\_\_\_

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\_\_\_\_\_

***[ADD ADDITIONAL PAGE(S) FOR LISTING OF INTERESTED PARTIES, IF NECESSARY]***

## LIST OF FINANCIAL ACCOUNTS

**A separate *Financial Information Form* must be completed for **EACH** financial account.**

|     | FINANCIAL INSTITUTION | TYPE OF ACCOUNT | ACCOUNT NUMBER<br>(LAST 4 DIGITS <u>ONLY</u> ) |
|-----|-----------------------|-----------------|--|
| 1.  |                       |                 |  |
| 2.  |                       |                 |  |
| 3.  |                       |                 |  |
| 4.  |                       |                 |  |
| 5.  |                       |                 |  |
| 6.  |                       |                 |  |
| 7.  |                       |                 |  |
| 8.  |                       |                 |  |
| 9.  |                       |                 |  |
| 10. |                       |                 |  |
| 11. |                       |                 |  |
| 12. |                       |                 |  |
| 13. |                       |                 |  |
| 14. |                       |                 |  |
| 15. |                       |                 |  |
| 16. |                       |                 |  |

***[ADDITIONAL PAGE(S) MAY BE ATTACHED, IF NECESSARY]***

|                            |
|----------------------------|
| FINANCIAL INFORMATION FORM |
|----------------------------|

This form should be attached to **ALL** the depository accounts you are in control of as Personal Representative or Fiduciary such as checking, savings, money market, Certificate of Deposit, brokerage, stock, investment, IRA, Annuity, etc., and any other account(s) you report to the Court annually. A separate form **MUST** be included for **EACH** account.

For example, if the asset is a Certificate of Deposit which is maturing and you have purchased (or renewed) another C.D., you should list the status of the maturing C.D. as “closed” and the status of the new C.D. as “active” – providing the new maturity date, financial institution, and amount.

ASSET (*Money Market, Certificate of Deposit, checking account, savings account, etc.*):

\_\_\_\_\_  
ACCOUNT NO (last 4 digits **only**): \_\_\_\_\_

FINANCIAL INSTITUTION:

\_\_\_\_\_

|                                    |    |  |
|------------------------------------|----|--|
| Beginning Balance.....             | \$ |  |
| Total Receipts (+).....            | \$ |  |
| Total Disbursements (-).....       | \$ |  |
| Ending Balance <b>as of</b> ..     | \$ |  |
| Maturity Date (if applicable)..... |    |  |

ACCOUNT STATUS:    ☐ Active  
                               ☐ Closed / Date Closed: \_\_\_\_\_

Is the Asset covered by your *Surety Bond* or by a *Freeze/Restricted Account Agreement*?  
 A copy of the *Agreement* **MUST** be attached if it is a *Freeze/Restricted Account*.

Be sure that **ALL** account statements and imaged copies of the front and back of **ALL** cancelled checks (*if any*) are attached to this Summary, as well as the *Accounting Register*. **EACH** depository account should be itemized on separate *Accounting Register(s)*.

**STARTING BALANCE**

|  |
|--|
|  |
|--|

**ALL STATEMENTS AND CHECKS (FRONT AND BACK) SHOULD BE ATTACHED.**

6/17/16

**In the Circuit Court of Davidson County, Tennessee  
(Probate Division)**

**NOTICE OF DATE TO SUBMIT FINAL ACCOUNTING**

**IN THE ESTATE OF:**

\_\_\_\_\_  
**DECEASED**

**DOCKET NO:** \_\_\_\_\_

NOTICE IS HEREBY GIVEN YOU that on the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, at \_\_\_\_\_ .m., in Room 303 of the Historic Courthouse in Nashville, Tennessee,  
the Personal Representative of this estate will pass accounts before the Clerk of this Court.

At such time and place, you may attend and witness the Accounting and take such part  
therein as the law entitles.

Objections to the Accounting should be written and filed no later than thirty (30) days after  
accounts are passed by the Clerk.

The Accounting shall take place as scheduled and will not be continued unless ORDERED  
by the Court. Further, the Accounting shall proceed in your absence and failure to attend will result  
in a waiver of your appearance.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**PERSONAL REPRESENTATIVE**

**CERTIFICATE OF SERVICE**

***[YOU MUST SEND THIS NOTICE TO ALL INTERESTED PARTIES BY CERTIFIED  
MAIL AND COMPLETE THIS CERTIFICATE VERIFYING THE DATE MAILED.  
THE "RETURN RECEIPT(S)" (GREEN CARD) MUST BE FILED WITH THE CLERK.]***

I hereby certify that a true and exact copy of the foregoing *Notice of Date to Submit Final  
Accounting* has been served by **CERTIFIED MAIL**, postage prepaid, upon the interested parties listed  
on the next page.

\_\_\_\_\_  
**(SIGNATURE)**

DATE \_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
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*[ADD ADDITIONAL PAGE(S) FOR LISTING OF INTERESTED PARTIES, IF NECESSARY]*



**In the Circuit Court of Davidson County, Tennessee  
(Probate Division)**

**CORPORATE SURETY STATEMENT  
(ESTATE)**

**IN THE MATTER OF:**

\_\_\_\_\_  
**Decedent**

**DOCKET NO:** \_\_\_\_\_

We, \_\_\_\_\_, acting  
as Corporate Surety in the above referenced matter, pursuant to Tennessee Code Annotated,  
§30-1-201, hereby submit the following statement to the Court:

We are Surety on the Bond set by the Court in the above referenced matter and by the  
execution of this Statement to the Court, hereby acknowledge that we are Surety in this matter  
and that the Bond amount is \$\_\_\_\_\_.

We further state that said Bond is in force for the next annual period and will remain in  
effect until the Surety is discharged by further orders of the Court.

The Bond's current expiration date is \_\_\_\_\_.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**SIGNATURE OF SURETY:** \_\_\_\_\_

**NAME OF CORPORATE SURETY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_