

## BASIC GUIDELINES FOR ADMINISTRATORS

The Administrator is responsible for:

1. **Gathering all Estate Assets:**
  - a. Liquidating all estate assets for deposit
2. **Using the Estate assets to fund an Estate checking account:**
  - b. Open the estate account in the bank of your choice
3. **Paying all Estate Debt:**
  - c. Use the funded estate account to pay the estate debt
4. **Making final distribution to all Heirs at Law and Next of Kin according to state statutes.**
5. **Filing all appropriate State and Federal tax forms as applicable.**
6. **Presenting an informal accounting** (when requested) to included estate assets, disbursements and proposed distributions in accordance with the intestacy's laws required by NJ State Statutes.
7. **Initiate a child support enforcement order** (when applicable) for any beneficiary receiving in excess of \$ 2,000.00 prior to distribution of any money to the beneficiary. The search shall be conducted by a private judgment search company that will certify results.  
( ie: Charles Jones LLC at charlesjones.com or 800-792-8888 or 609-538-1000)
8. **File Refunding Bonds and Releases** - Refer to NJSA 3B: 23-24:  
After all **Creditors** and **expenses** of the estate are satisfied, final distribution may be completed. Each beneficiary shall execute a signed notarized **Refunding Bond and Release**, which serves as proof of disbursement of funds. After obtaining the **notarized signature of each heir**, send the original bond and copy of same, along with the appropriate filing fee of \$ 10.00 per bond to:  

Sussex County Surrogate  
Gary R. Chiusano  
3 High Street, Suite 1  
Newton, NJ 07860
9. For **commission information** refer to NJSA 3B: chapter 18, Articles 1-4

You are encouraged to seek legal counsel for additional guidance and questions.