

PART III.

BANK ACCOUNT INFORMATION

Please list below the account(s) which have been opened by you to administer Estate funds and the current balances in each. Also include Certificates of Deposit and any other investments made by you to administer the Estate.

Name and Address of Bank	Account Number	Balance

Certification

I, the undersigned personal representative, do hereby state under oath or affirmation that the information provided is true and correct to the best of my knowledge and belief.

Personal Representative

Subscribed and sworn to before me this
_____ day of _____, 20_____.

Notary Public

Assets to Look for in Preparing Inventory

- Cash on hand and belonging to the Estate
- Uncashed checks and refunds
- Deposit(s) in bank(s), savings and loan association(s), brokerage house(s), credit union(s), etc.:

(XYZ Bank, Checking Account No. 12-345-67)

(ABC Credit Union, Certificate of Deposit #777-7777)

- Stocks
- Bonds
- Promissory notes
- Partnership interest
- Other business interests
- Life insurance policies – payable to Estate
- Group life insurance payable to Estate
- Furniture
- Antiques
- Artwork
- Jewelry
- Chinaware
- Silverware
- Valuable collections (paintings, oriental rugs, coins, stamps, books, manuscripts, etc.)
- Vehicles (automobiles, trucks, vans, etc.) Include description, VIN and current tag number
- Safe Deposit Box – location and property description (list items having special value)
- Real estate – location and property description (metes and bounds or by map book and page reference)

Liabilities to Look For

- Notes payable to banks
- Notes payable to others
- Real estate mortgages payable
- Accounts payable
- Unpaid income taxes: federal, state
- Unpaid property taxes
- Other liabilities