

Probate Court of Forsyth County

Instructions to Fiduciaries for completing Annual Return Form

The return is a report of every receipt and every expenditure, similar to a checkbook register for a checking account. It is the responsibility of the fiduciary to fully and properly complete the returns required. It is not the responsibility of court staff to prepare or correct returns. Incorrect, incomplete, or unbalanced returns will be returned for completion or correction. All returns must be typed or legibly printed to be accepted for filing.

Page 1 of the Annual Return Form is the SUMMARY PAGE.

- List the time period for the transactions that the annual return covers.
- The beginning balance goes on Line 1.
- Complete page 3 and put your total from page 3 on line 2 of page 1.
- Add line 1 and line 2 together. Put the total on line 3 of page 1.
- Complete page 4 and put your total from page 4 on line 4 of page 1.
- Complete page 2 and your total should match the grand total at the bottom of page 1.

Page 2: Assets page

List all of the assets currently held in the estate as of the last day of the reporting period with their values.

Page 3: Receipts page

List all Money and Assets received into the Estate during the reporting time period.

Page 4: Expenditures & Disbursements page

List all sales, transfers, market losses, expenditures and disbursements out of the estate.

Page 5: Verification page:

list the name and address of each heir, beneficiary, guardian ad litem, and attorney that you are sending a copy of the return to by hand delivery or first-class mail. Use additional pages if necessary. In the box on page 5 of the return, list your name, your role, the name of the case and whether the return is an annual return or final return for the case. **Only sign your name in the box before a notary or Clerk of the Probate Court.**

Page 6 Certification:

Initial each box to indicate that you have read and completed each item listed.

Please be sure to file your return on time along with any supplemental documentation with the Clerk of Court. There are filing fees and recording costs for the return but not for any supplemental documentation. **Please be sure any supplemental documentation is a copy as it will not be returned by the Court.** Any supplemental documentation will be shredded by the Court upon approval of the return. If you would like any supplemental documentation to be recorded as public record, then recording fees for each page will be required. Also, be sure to redact any sensitive information on any documents that are being recorded as public record.

It is your duty to file an accurate return each and every year at the time period(s) required by law and the Court. If you have completed all of your duties for the case, then you must file a Final Return showing a zero ending balance AND a petition for discharge or final settlement of accounts. You are not relieved of filing returns until you receive a final order releasing you from the case.

The Fiduciary may wish to consult the Court's website at for an instructional video on how to complete an Annual Return.