GUIDELINES FOR ADMINISTRATOR
If you have just qualified as Administrator for an estate with no Will, you may be asking yourself the question, "What do I do next?" Here are some basic guidelines.

1. The Administrator is responsible for gathering all assets of the estate. An estate checking account may be opened from which bills are paid. It will be necessary to secure a Federal ID number for the estate. You can call the IRS at 800-829-1040 or go to IRS.gov and search EIN for an ID number.

2. The Administrator is responsible to pay debts from the decedent's assets. This may include funeral expenses, last illness expenses, all bills, inheritance and estate taxes, and administrative expenses.

3. The Administrator is responsible for filing appropriate State and Federal tax forms as applicable, and forwarding any tax payments due.

4. The Administrator shall be able to prepare an accounting of the estate assets, disbursements and proposed distribution.

5. The Administrator distributes in accordance with the intestate laws of the State of New Jersey.

6. For commission information refer to NJSA 3B: Chapter 18, Articles 1, 2, 3, 4.

7. The Administrator is required by NJ law to initiate a child support enforcement order 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. Refer to NJSA 3B:23-24: Prior to the distribution, each beneficiary shall execute a Refunding Bond and Release. Upon receipt of the executed document, the Administrator distributes the inheritance. The original Refunding Bonds and Releases are filed with the Surrogate Court. The filing fee is $10.00 for a one or two page Bond and $5.00 for each additional page. (If a fee receipt is requested, provide a stamped, self-addressed, legal sized envelope).

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