

**COMMISSIONER OF ACCOUNTS
CIRCUIT COURT OF DANVILLE, VIRGINIA
ROBERT H. WHITT, JR.
217 LYNN STREET, SUITE 110
DANVILLE, VA 24541**

**(Phone) 434-792-2355 (Fax) 434-799-4149 (E-mail) dancoa@comcast.net
www.danvillecoa.info**

ATTENTION ALL FIDUCIARIES:

You have received from the Clerk of Court certain documents which must be filed with the Office of the Commissioner of Accounts for the City of Danville.

My assistant is Devin Van Allen who may be called at my office to initially assist you with any questions or problems with your duties.

PLEASE DO NOT LOSE THE PAPERS GIVEN TO YOU BY THE CLERK OF COURT TODAY. These documents must be filed with my office and you will shortly be receiving a letter giving you the dates by which these documents must be filed. If you were to lose the papers given to you by the Clerk, they are also available at www.danvillecoa.info.

My office is pleased to assist you in fulfilling your requirements, but we would ask that you make an appointment at my office prior to coming in person to either talk to Devin or myself. By making an appointment in advance, you will be sure that someone will be available to speak with you regarding this file. We also will be glad to speak with you by phone or correspond by fax or e-mail.

PLEASE REALIZE THAT QUALIFICATION WITH THE CLERK OF COURT IS NOT THE END OF YOUR DUTIES. The letter which you will receive from my office will outline what needs to be filed and by what deadline. Your failure to file the important documents as required can ultimately result in your appearance before the judge of the Circuit Court of Danville to explain why you have not properly fulfilled your duties.

ALSO, PLEASE NOTE when opening the estate bank account that you should notify the banking institute with which you choose that you need to be provided with photocopies of the cancelled checks attached to each bank statement. Please keep all estate accounts bank statements, cancelled checks, receipts, bills, invoices, etc. When writing checks, DO NOT write any checks made payable to CASH. There are fees due to the Commissioner and to the Clerk for each filing you make. Prior to distributing all estate monies, call our office to verify what the final filing fees will be. If you have distributed all monies prior to paying the final filing fees, you will be personally responsible for same.

IF MINORS ARE TO RECEIVE PAYMENTS, DO NOT DISBURSE MONEY TO SUCH MINORS WITHOUT THE APPOINTMENT OF A GUARDIAN OR THE PROPER AUTHORIZATION. If you have questions about payment to minors (those persons under the age of eighteen years) please consult your attorney or call the Commissioner of Accounts Office prior to making any such payments.

Below are listed the time frames in which you have to file the following documents that you may or may not have to file:

- Affidavit of Notice – within four (4) months of your date of qualification
- Inventory - within four (4) months of your date of qualification
- Accounting – within sixteen (16) months of your date of qualification
- Statement in Lieu (if applicable to you, our next letter will verify if this is applicable to you) – must wait at least six (6) months from the date of qualification or no later than sixteen (16) months from the date of qualification

If you have any questions concerning what you are required to do, please call my office and speak with my assistant, Devin Van Allen.



Robert H. Whitt, Jr.
Commissioner of Accounts

RHW/dcv