

**COMMISSIONER OF ACCOUNTS
CIRCUIT COURT OF DANVILLE, VIRGINIA
ROBERT H. WHITT, JR.
217 LYNN STREET, SUITE 108
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ATTENTION ALL FIDUCIARIES:

The Clerk of Court has provided you with certain documents which must be filed with the Commissioner of Accounts for the City of Danville.

Within 30 days of qualification, you will receive a letter from my office advising you of the dates by which these documents must be filed. If you misplace your paperwork, you may access blank forms on our website: www.danvillecoa.info.

My office is pleased to assist you by phone, fax or e-mail. If you need to speak with us in person, I ask that you make an appointment with my assistant, Lyndsey Dotterer, or myself. By making an appointment, you are assured that someone will be available to meet with you.

PLEASE UNDERSTAND THAT QUALIFICATION WITH THE CLERK OF COURT IS NOT THE END OF YOUR REQUIRED DUTIES. Your failure to file required documents can ultimately result in a summons to appear before the presiding judge of the Circuit Court of Danville to explain why you have not properly fulfilled your duties.

ALERT!

- As a part of your fiduciary responsibilities, you may be required to obtain a tax identification number for an estate or trust.
- You may do so quickly and **without charge** at www.irs.gov
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- There are vendors that claim to offer a similar service for fees ranging from \$175 - \$300. (IT IS NOT NECESSARY THAT YOU USE A VENDOR – THE IRS SITE IS FREE)

PLEASE NOTE: When opening the estate bank account, you should request that images of the canceled checks be attached to each bank statement. Please keep all estate account bank statements, canceled check images, receipts, invoices, etc. for verification purposes. DO NOT write any checks made payable to CASH.

PLEASE BE AWARE: There are fees due to the Commissioner of Accounts and the Clerk for each filing that is made. Prior to distributing all estate funds, call our office to verify the final filing fees. If you distribute all monies prior to paying the final filing fees, you will be held personally responsible.

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 (persons under the age of 18), please consult with your attorney or contact our office prior to making payment.

TIME FRAMES for filing documents:

- 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. Accountings may only cover a 12-month period or less per filing.
- Statement in Lieu – (Applicable for certain estates) – may be filed 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 is required of you, please do not hesitate to contact my office and speak with my assistant, Lyndsey Dotterer.

Robert H. Whitt, Jr.
Commissioner of Accounts