PROBATE COURT OF BUTLER COUNTY, OHIO
JOHN M. HOLCOMB, JUDGE

ESTATE OF _____, DECEASED

CASE NO. _____

FIDUCIARY'S ACCEPTANCE
(EXECUTOR - ADMINISTRATOR)
[R.C. 2109.02]

I, the undersigned, hereby accept the duties which are required of me by law and such additional duties as are ordered by the Court having jurisdiction of the subject matter of the trust, as Executor/Administrator. Among those duties are:

1. Collecting assets and administering same according to law. Inventory any safe deposit box of the decedent.
2. Deposit funds which come into my hands in a lawful depository located in this state. The estate checking accounts must provide canceled checks, as these canceled checks must be displayed when filing accounts;
3. Keep estate funds in separate estate accounts at all times during the administration of the estate.
4. Make and file an inventory and appraisement of such assets within 3 months after appointment, unless the court extends the time for good cause shown.
5. After inventory is filed, if other assets are discovered, file an amended inventory or a report of newly discovered assets within 30 days of such discovery in accordance with local rules.
6. After three months from appointment proceed with diligence to pay debts.
7. File all tax documents as required by law.
8. For estates where the decedent died on or after December 31, 2001, send Notice of Probate of Will (if applicable) within two (2) weeks of my appointment, prepare and file the final account within six (6) months of my appointment or such other times as extended by the Court or by law.
9. For estates where the decedent died prior to January 1, 2002, prepare and file a first account within nine (9) months following my appointment, or such time as extended by the Court. File additional accounts on at least an annual basis.
10. Immediately notify the Probate Court if I change my address.

I acknowledge that I am subject to removal as such fiduciary if I fail to perform such duties.

I also acknowledge that I am subject to possible penalties for improper conversion of the property which I hold as such fiduciary.

Date: _____ Signed _____

NOTE: Sec. 2109.02. Every fiduciary, before entering upon the execution of a trust shall receive letters of appointment from a probate court having jurisdiction of the subject matter of the trust.

The duties of a fiduciary shall be those required by law, and such additional duties as the court orders. Letters of appointment shall not issue until a fiduciary has executed a written acceptance of his duties, acknowledging that the fiduciary is subject to removal for failure to perform the fiduciary duties, and that the fiduciary is subject to possible penalties for conversion of property the fiduciary held as a fiduciary. The written acceptance may be filed with the application for appointment.