

Dear Citizen:

I have compiled an information packet to assist you in your duties as Administrator. Due to COVID-19 restrictions as to in-person meetings you may have not received the packet normally given to the Administrator of the Estate and due to the packet volume it cannot be mailed. Please visit the Salem County Surrogate’s Court website for the informational literature that may assist and answer some of your questions. Enter in search engine: Salem County Surrogate Surrogate.salemcountynj.gov

I hope the information is helpful, but please remember, nothing can replace the sound advice of an attorney and/or accountant when one has to deal with the more difficult areas of settling an estate.

Best wishes to you as we all navigate these difficult times.



NICKI A. BURKE, SURROGATE

Administration Informational Guide

Letters of Administration: Retain the gold seal raised copy with your records and provide a copy when requested.

Letters of Administration show the date of your appointment. Please note a copy of Letters of Administration along with a raised seal Administrator Short may be required for transfer of each asset of the estate.

Administrator Short Certificate(s): _____ Used to handle assets of the estate and to provide evidence of your authority. If this is a limited Administration, you will not receive additional certificates. Limited Administrations may be for informational purposes only or for specific assets. A recently dated certificate will be required by most institutions.

Note: if Co-Administrators are appointed, the Administrator Short Certificates are included in the paperwork to the Administrator per your direction.

Receipt of Administration filing fee: Previously provided

Receipt of Administration filing fee

Receipt-other: _____

The following informational brochures are located in our Administration pamphlet which would have been provided to you if you personally visited my office. If all estate paperwork has been completed via mail, please view the brochures, along with other helpful information, on my Salem County Surrogate’s Court website located at surrogate.salemcountynj.gov or enter Surrogate of Salem County in your web browser.

➤ Refunding Bond & Release – (sample form) – As a courtesy, provided is a sample form of a Refunding Bond and Release. See the sample for additional information. Please make the

appropriate number of copies that you will need to complete the estate. You should have one Refunding Bond for each individual who is receiving money or assets from the estate. A refunding bond must include: (a) the name of the beneficiary, (b) beneficiary address, (c) the asset type/total, (d) signed by the beneficiary (obligor) in the presence of a Notary Public, who must include their required notary information as required by their state laws.

- [Important Information and Reminders](#)
- [Citizens Guide to Frequently Asked Questions Regarding Wills](#)
- [Personal Records Handbook](#)

[View on New Jersey Motor Vehicle Commission website:](#)

- New Jersey Motor Vehicle Commission Information
www.state.nj.us/mvc/vehicles/transowner.htm

[View on New Jersey Unclaimed Property website:](#)

- New Jersey Unclaimed Property pamphlet
www.unclaimedproperty.nj.gov

[Am I entitled to compensation for acting as Executor or Administrator?](#)

Generally commissions on all corpus received by the fiduciary may be taken as follows:

5% of the first \$200,000.00 of all corpus received by the fiduciary;

3.5% on the excess over \$200,000.00 up to \$1,000,000.00;

2 % on the excess over \$1,000,000.

1% of all corpus for each additional fiduciary provided that no one fiduciary shall be entitled to any greater commission than that which would be allowed if there were but one fiduciary involved.

In addition to corpus commissions, commissions in the amount of 6% may be taken without court allowance on all income received by the fiduciary.

[REGULAR BUSINESS DAILY HOURS \(excluding holidays\)-\(856\) 935-7510 ext. 8323](#)

Monday – Friday 8:30 a.m. to 4:30 p.m.

Are you prepared? Do you have a Power of Attorney, Last Will & Testament, and a Living Will?

IT IS ALWAYS ADVISED TO SEEK LEGAL COUNSEL AND/OR AN ACCOUNTANT WHEN DEALING WITH ESTATES AND FOR THE PREPARATION OF YOUR OWN ESTATE DOCUMENTS.