

IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI – PROBATE DIVISION

AT  KANSAS CITY  
 INDEPENDENCE

IN THE ESTATE OF \_\_\_\_\_

ESTATE NUMBER \_\_\_\_\_

Deceased.  Protectee.  Protectee Now Deceased.  Minor.

**SETTLEMENT**

(Annual)  (Final)

The undersigned fiduciary of the above captioned estate submits the following as a just and true account for the period from \_\_\_\_\_ to an including \_\_\_\_\_.

**ASSETS PER INVENTORY OR LAST SETTLEMENT**

- |  |          |
|--|----------|
| 1. Furniture, household goods, wearing apparel.  | \$ _____ |
| 2. Corporation stocks.                           | _____    |
| 3. Mortgages, bonds, notes.                      | _____    |
| 4. Cash, Bank, Savings and Loan accounts.        | _____    |
| Insurance policies.                              | _____    |
| 5. All other personal property (no real estate). | _____    |
| TOTAL  | \$ _____ |

Attached hereto on separate sheets is a detailed account describing each transaction and showing the date funds or other assets were received or paid out. Also attached hereto is a summary of the ending balances of personal property as of the date last above written.

ESTATE NUMBER \_\_\_\_\_

**ENDING BALANCES**

DEBIT	CREDIT

**THE ABOVE BALANCE CONSISTS OF THE FOLLOWING:**

- 1. Furniture, household goods, wearing apparel. \$ \_\_\_\_\_
  - 2. Corporation stocks. \_\_\_\_\_
  - 3. Mortgages, bonds, notes. \_\_\_\_\_
  - 4. Cash, Bank, Savings and Loan accounts. \_\_\_\_\_  
Insurance policies. \_\_\_\_\_
  - 5. Other Personal property (no real estate). \_\_\_\_\_
- TOTAL \$ \_\_\_\_\_

The undersigned swears that the matters set forth above and the cash and non-cash ledger(s) attached hereto and made a part hereof are true and correct to the best knowledge and belief of the undersigned, subject to the penalties of making a false affidavit or declaration.

Dated \_\_\_\_\_

Personal Representative     Ad Litem  
 Conservator             Ad Litem

Address \_\_\_\_\_

City, \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

ATTORNEY \_\_\_\_\_ BAR No. \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE (\_\_\_\_) \_\_\_\_\_ FAX NO. (\_\_\_\_) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**SETTLEMENT APPROVED**

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Commissioner

**\*\*DO NOT FILE THIS PAGE WITH THE COURT\*\***

**INSTRUCTIONS REGARDING SETTLEMENT**

The detailed cash accounting to be attached to the settlement form should report transactions in the following format:

Date	Type	Details	Authority	Date of Court Order	Voucher No.	Debits Received	Credits Paid	Court Only
		Balance of personal property assets per inventory or last-approved settlement.						

The above court form is titled CASH ESTATE LEDGER and is form number 10559A, which is a fillable form. The link to this form is [CASH ESTATE LEDGER](#)

If applicable, the detailed non-cash accounting to be attached to the settlement form is to be used to report the non-cash transactions (i.e. stocks, mutual funds) in the following format:

YEAR MO./DAY	TYPE	NAME OF SECURITY	DETAILS	ACCOUNT NUMBER	SHARES IN	SHARES OUT

The above court form is titled NON-CASH ESTATE LEDGER and is form number 10559B, which is a fillable form. The link to this form is [NON-CASH ESTATE LEDGER](#)

- Page 1 and 2 of the settlement form must be printed out, signed by fiduciary, scanned into your computer and then filed with the court;
- The ledger(s) must not be printed out and scanned back into the computer because this will prevent the court from auditing the data in the ledger(s);
- The ledger(s) must be filled out on your computer and then directly filed with the court as an attachment to the two-page settlement form;
- If you do not have a full version of adobe acrobat to complete the ledger(s), you may download a free version of [Adobe reader 11](#) in order to save the data. Use of other non-adobe third-party pdf software may result in performance problems completing the form and saving data. To download the free version go to: <http://get.adobe.com/reader/>

As to decedent's estates, section 473.543 provides:

“Each settlement filed by a personal representative shall state the period for which it is made and, among other things, shall contain a just and true account of all moneys by him collected, the date when collected, from whom collected and on what account collected, whether on claims charged in the inventory or for property and interest collected on each claim and also, the amount and date of each expenditure or distribution, and to whom and for what paid. Such settlement shall also show what interest has been obtained by the personal representative upon any funds in his hands, and when obtained, on what amounts, for what time and at what rate percent. Each expenditure for which a personal representative claims credit in any settlement shall be supported by vouchers executed by the person to whom the disbursement was made. Every settlement shall be signed by the personal representative.”

As to protectee's estates, section 475.270.2 provides:

“Each settlement of a conservator shall conform to the requirements of section 473.543, RSMo, as to settlements in decedents' estates.