

# BEFORE DISTRIBUTION

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## INSTRUCTIONS TO OBTAIN AN EIN

- E.I.N. stands for “Employer Identification Number”, often referred to as a “Federal Tax ID Number”
- When someone passes away, their Social Security Number expires. You will need to provide the bank with an EIN to create an Estate Account.
- You may apply for an EIN online at:  
<https://sa.www4.irs.gov/modiein/individual/index.jsp>

**WARNING:** *Do not search for EIN information on the internet---you may be charged to obtain the EIN. This is a free process provided by the IRS.*

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## INSTRUCTIONS FOR CHILD SUPPORT SEARCH ON BENEFICIARIES

Pursuant to N.J.S.A. 2A:17-56.23b, an executor or administrator shall initiate a child support judgment search for beneficiaries who will receive \$2,000 or more in net proceeds (after court costs, attorney’s fees, medical costs, etc.) from an estate. (Beneficiaries shall not include a minor, financial institution, partnership corporation, limited liability partnership or government entity.)

- The beneficiary shall provide the attorney, insurance company, or agent responsible for the distribution of funds with a certification that includes: beneficiary’s full name, mailing address, date of birth and SSN.
- The executor or administrator shall initiate a search of child support judgments through a private search company to determine if the beneficiary is a child support judgment debtor. This search shall not exceed \$10.00 per name that is searched. The fee is chargeable against the net proceeds as a cost of the inheritance.
- If the certification from the search company shows the beneficiary is NOT a child support judgment debtor, the net proceeds may be disbursed immediately.
- If the certification from the search company shows the beneficiary IS a child support judgment debtor:
  - The executor or administrator shall contact the Probation Division of the Superior Court to arrange for the satisfaction of the child support judgment.
  - The executor or administrator shall notify the beneficiary of the intent to satisfy the child support judgment prior to the disbursement of any funds to the beneficiary.
  - Upon receipt of a warrant of satisfaction for the child support judgment, the executor or administrator shall pay the balance of the inheritance to the beneficiary.
  - If the net proceeds are less than the amount of the child support judgment, the entire amount of the net proceeds shall be paid to the Probation Division as a partial satisfaction of the judgment.

An available search company is:  
Signature Information Solutions, LLC  
1-800-792-8888  
[www.signatureinfo.com](http://www.signatureinfo.com)

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## NOTICE OF PROBATE

*A notice of probate is a simple letter an executor is required to provide to all beneficiaries and next of kin of the decedent.*

1. Handwrite or type and personalize a Notice of Probate letter using the sample below as a guideline.
2. Send or provide this notice to all beneficiaries including charitable organizations within 60 days of probate.
3. Send or provide this notice to all next of kin (whether they are listed in the will or not).
4. If there are charitable bequests, notice must be given to the Attorney General of NJ, Division of Law and Public Safety, Richard J. Hughes Complex, 25 Market Street, P.O. Box 112, Trenton, NJ 08625-0112.
5. 1 copy of each notice sent shall be filed with the Surrogate, with a \$5.00 *per page* filing fee.

### SAMPLE

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**Date**

**Name of Receptient(s)**

**Address of Receptient(s)**

RE: Estate of **(Name of Decedent)**

As the executor of the above estate, it is my duty to provide you this Notice of Probate.

The date of probate was **(Date of Probate on Certificate)** and the last will and testament of **(Name of Decedent)** was probated in the Surrogate's Court of Hunterdon County, 65 Park Avenue, Flemington, New Jersey 08822.

The executor of the estate is **(Name of Executor)**, with a mailing address of **(Executor's Address)**.

**Choose and write an option.**

**(1)**A copy of the Will will be provided upon request **OR (2)** A copy of the will is enclosed.

Sincerely,

*Signature of Executor*

(Printed Name of Executor)

### MAIL COPIES TO:

**Hunterdon County Surrogate's Court, PO Box 2900, Flemington, NJ 08822  
with a \$5.00 *per page* filing fee payable to Hunterdon County Surrogate.**