

JOHN B. CHAPPELL
Attorney At Law
Commissioner of Accounts
For
Dinwiddie County
Post Office Box 3
Dinwiddie, Virginia 23841

(804) 469-7050

(804) 469-7051 FAX

You have qualified as Executor or Administrator of an estate of a deceased person, or as a Trustee or as the Conservator of the estate of an incapacitated person or as the Guardian of the estate of a minor. You are required to file an Inventory and also Accountings which detail your handling of the financial affairs of the estate with the Commissioner of Accounts. The purpose of this letter is to get you to contact the Commissioner of Accounts office so that I can set up a file on your estate and can mail you information and forms.

I will send you forms and information/instructions after you mail this form back to me. If you have not received your information within 21 days of mailing this form to me, please call my office. Most of the time, a bank account in the name of the estate is necessary and desirable. If you set up a bank account for your estate, be sure that the bank returns the cancelled checks to you with the bank statements. Cancelled checks must be submitted with your account. "Check imaging" is an acceptable substitute. Images of the front and the back of the check is preferable, but images of the front only of the check is acceptable by law.

Fill in the following and mail to me: **John B. Chappell, Commissioner of Accounts**
P. O. Box 3
Dinwiddie, VA. 23841

Deceased person's name: _____

Date of death: _____ Estate # _____

Your name: _____ Your Title: _____

Date of Qualification: _____ Your Telephone #: _____

Your Physical Address: _____

Your Mailing Address: _____

(If different from the Physical Address)

Name, Address and Phone Number of Co-fiduciaries: _____

