

**LACKAWANNA COUNTY  
REGISTER OF WILLS  
TIMELINE FOR COMPLETION OF ESTATE ADMINISTRATION**

**Within Three (3) Months of Date of Death:**

1. Pre-pay Inheritance Tax to receive 5% discount.
  - Payment should be made by check, Payable to **Register of Wills, Agent**.
  - Check must contain Estate File No. and the Decedent's name.
  - Hand deliver or mail payment to:  
Register of Wills  
The Scranton Electric Building  
507 Linden Street Suite 400  
Scranton, PA 18503

**Note :** Payment must be hand delivered or postmarked within the three-month period to qualify for discount.

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**Within Three (3) Months of Date of Grant of Letters:**

1. File one (1) copy of Certification of Notice under Rule 5.6 with Register of Wills.
  2. File one (1) copy of The Notice of Estate Administration with the Register of Wills.
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**Within Nine (9) Months of the Date of Death:**

1. File Two (2) copies of Inheritance Tax Return with the Register of Wills.
2. File One (1) copy of Inventory with Register of Wills.
3. Pay Inheritance Tax due to avoid accruing penalties and interest.

**Note:** Inheritance Tax Return and payment must be hand delivered to the office or postmarked within nine months of the date of death.

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**Within Two (2) Years of Date of Death:**

1. File One (1) Copy of Status Report under Rule 6.12 with Register of Wills.
2. If the Estate has not been completed within 2 years of the date of death, another Status Report must be filed annually until administration is completed.