



**ACCOUNTING &  
TAX SERVICES**

**PO Box 19309  
San Diego, CA 92159**

**Checklist: Trust & Estate**

Name of Decedent: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title (i.e. executor, etc.): \_\_\_\_\_

E-mail: \_\_\_\_\_

Phones: \_\_\_\_\_

Please check or enter info for all that apply. Use separate sheet as needed.

**Copy of last year's personal tax return**, including any business or trust returns.

Clear copy of death certificate, or original, if available.

Current mailing address of decedent, including "in care of" information, date of birth, date of death, social security # and relationship. **(if death certificate provided, only mailing info needed)**

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**Copy of trust and/or will, including Letters of Office**, if issued.

Was an EIN – Employer Identification Number, issued? If so, please include a copy of the IRS letter stating the IEN.

List of financial assets, including home, brokerage statements, IRA, 401 (k), bank accounts, and real estate. It is very important to determine the **value of all assets** as of the date of death, especially the house. Please call if this will take too much time.

List of expenses related to trust or estate administration, including legal fees and executor/trustee expenses. If a house was sold please give us a copy of the HUD closing Statement and the fair market value at the date of the decedent's death. Also list all expenses in maintaining and repairing the house from the date of death until sold.

Will the executor/trustee be taking compensation for work performed?      Yes      No

Name, addresses, and social security numbers of beneficiaries, including percentages. Please use separate page, if needed. Also, please inform us of any special circumstances or requests.

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