



Fiduciary Tax Organizer (Form 1041 and/or 706) – New Client

Estate/Trust Name: _____ EIN: _____

Fiduciary Name(s): _____ Tax Year: _____

Mailing Address: _____

(P.O. Box or Street)

_____ (City) _____ (ST) _____ (Zip)

Daytime Phone Number: _____ Email: _____

Documents/Schedules Needed:

To assist in the preparation of Form 1041 (U.S. Income Tax Return for Estates and Trusts) for the above referenced tax year, please provide the following information and complete the relevant schedules in this Organizer.

- | | <u>Done or N/A</u> |
|---|--------------------|
| 1. Copy of the will or trust instrument | _____ |
| 2. Copy of death certificate | _____ |
| 3. For trusts, copies of amendments to the trust instrument | _____ |
| 4. For estates, copy of federal and/or estate tax return (Form 706) | _____ |
| 5. Copy of document showing appointment of executor, personal representative, or trustee (aka "Short Certificate") | _____ |
| 6. Documents provided to/by Register of Wills, e.g. Inventory | _____ |
| 7. Copies of two prior year Forms 1041 and state returns, if applicable | _____ |
| 8. Basis information for estate or trust assets, including a copy of Schedule A (Form 8871) received, if any (<i>Note: Applies if Form 706 already filed</i>) | _____ |
| 9. Depreciation schedules for estate or trust property | _____ |

Beneficiary(ies) – Attach additional schedule if needed:

Name	Soc. Sec. # or EIN	Mailing address	Date of Birth	Relationship to person creating the Estate or Trust

Were there any distributions made to beneficiaries during the tax year or within 65 days after the end of the tax year? If so, complete the following schedule. (Attach additional schedule if needed.)

Name	Soc. Sec. # or EIN	Date of Distribution	Description of Distribution (e.g. Cash, Stock, Property, etc.)	Fair Market Value of Distribution

General Questions

Yes No

State Information:		
1. Did the estate or trust receive income from, or own property in, more than one state during the year? If so, provide information:		
Foreign Information:		
1. Did the estate or trust have any interest in, or signature, or authority over a bank, securities, or other financial account in a foreign country? If so, provide information:		
2. If this is a trust: a. Is its administration primarily controlled by a U.S., rather than a foreign, court? b. Does one or more U.S. person (e.g. trustee) have the authority to control all of the substantial decisions of the trust? c. If either of these questions is "No," is the grantor or any beneficiary a U.S. person?		
3. Did the estate or trust, or grantor of the trust, make any transfers to a foreign trust? If so, provide details:		
4. Were any distributions received from a foreign trust? If so, provide information:		
5. Did the estate or trust have any foreign income, pay foreign taxes, or file any foreign information reporting or foreign tax returns? If so, provide details:		
Prior Year Reporting:		
1. Has the IRS or any state or local tax authority notified you of any changes to a prior year's tax return? If so, please provide copies of correspondence received.		

Yes **No**

Tax Payments;		
1. For trusts in any tax year or estates in their final tax year, would you like to elect to treat any portion of the estimated tax payments as being made by the beneficiaries? If so, please explain:		
2. If there is an overpayment of income taxes, would you like it to be applied to next year's estimated taxes?		
Other:		
1. If appreciated property was distributed to a beneficiary during the year, do you wish to consider having the estate or trust recognize a gain on the distribution?		
2. Did the estate or trust incur casualty or theft losses during the year? If so, provide detailed information, including date, nature of loss, expenses paid, and reimbursed amounts.		
3. If this is an estate, has the state been open for more than two years? If so, provide an explanation for the delay in closing the estate:		

Tax Documents Needed:

Income

- ✓ Interest Income – Include all Form 1099-INT and/or other statements for interest income, including tax-exempt interest. If statements are not available, provide information on what is missing.
- ✓ Dividend Income – Include all Form 1099-DIV and/or other statements for dividend income, including tax-exempt dividends. If statements are not available, provide information on what is missing.
- ✓ Capital Gains and Losses – Include all Forms 1099-B, 1099-S, and closing statements from sales of real estate. If brokerage statements or closing statements are not available, provide information on what is missing.
- ✓ Miscellaneous Income – Include all related Forms 1099 or other statements for miscellaneous income, including state and local income tax refunds and retirement plan distributions received. Also include information regarding compensation received by the decedent's estate that was unpaid at the time of death or any qualified business income received by the estate or trust.
- ✓ Pass-through Income from Partnerships, S Corporations, LLCs, or Other Estates or Trusts – Include all Schedules K-1 forms received for the year. If any are not yet available, provide information on what is missing.
- ✓ Rental and Royalty Income – Provide income and expenses information related to such rental and royalty activities. If the property was purchased or sold during the year, provide a copy of the settlement (HUD-1) statement. Also, note if the fiduciary actively participated in the rental activity.
- ✓ Business Income (Loss) – Provide income and expenses information related to each business. Also, please provide schedules for depreciation or net operating loss carryforward from prior years, if applicable.

Deductions

Interest Expense – Include and Forms 1098 or other statements. If statements are not available, provide information on what is missing.

Deductible Taxes – Provide the following information for deductible taxes paid by the estate or trust during the year. Do NOT include estimated income taxes for the current year, which are included later in this Organizer.

Type of Deductible Taxes	Amount
State and local income tax payments for prior year(s):	
Fourth quarter estimated tax paid in current year	
Taxes paid with extension request	
Balance due paid with state income tax return	
Real estate taxes (identify the property):	
Personal property taxes:	
Sales taxes for major purchases:	
Foreign tax withheld:	
Other taxes (please provide information):	

Fiduciary, Legal, and Accounting Fees – Provide information, including invoices, on the fiduciary fees paid during the year for administering the estate or trust, and any legal, accounting, and tax return preparation fees.

Description	Amount
Fiduciary fees	
Legal fees	
Tax return preparation fees	
Accounting fees	
Other	

Charitable Contributions Made – Provide the following information for any cash or other property contributions (a) that are allowed by the will or trust instrument and (b) for which you have receipts, canceled checks, or credit card statements. For property contributions other than cash, a qualified appraisal is required for contributions of property valued over \$5,000. Please include a copy of any such appraisals.

- ✓ Cash Donations – please list Donee, Amount and Date of Contribution on separate sheet.

- ✓ Noncash contributions – please list Donee’s name/address, property description, date acquired, how acquired, cost or basis, date contributed, fair market value (FMV), and how FMV was determined on separate sheet.

Miscellaneous Deductions – Provide any information on any miscellaneous expenses, e.g. investment fees, bond premiums, etc. paid during the year.

Estimated Taxes – Provide information, including invoices, on the fiduciary fees paid during the year for administering the estate or trust, and any legal, accounting, and tax return preparation fees.

Federal Estimated tax payments for current year:		
First quarter estimated tax:		
Second quarter estimated tax:		
Third quarter estimated tax:		
Fourth quarter estimated tax:		
State Estimated tax payments for current year:		
First quarter estimated tax:		
Second quarter estimated tax:		
Third quarter estimated tax:		
Fourth quarter estimated tax:		