ESTATE FORM 1041 INTAKE

ESTATE • DECEDENT • FIDUCIARY INFORMATION

Use this packet to organize the estate's income, expenses, assets, and beneficiary distributions.

Estate Information

Legal name of estate: ____________________

Estate EIN: ____________________

Estate mailing address: ____________________

State of administration: ____________________

Tax year beginning: ____________________

Tax year ending: ____________________

Is this the estate's initial or final return? ____________________

Decedent Information

Decedent's full legal name: ____________________

Social Security number: ____________________

Date of death: ____________________

State of residence at death: ____________________

Final individual return filed through what date? ____________________

Fiduciary / Executor Information

Executor or administrator name: ____________________

Title: ____________________

Address: ____________________

Phone number: ____________________

Email address: ____________________

Provide the IRS EIN confirmation, death certificate, Letters Testamentary/Administration, and the governing will or trust.
Do not send Social Security numbers or other sensitive information through unsecured email.

BENEFICIARIES & DISTRIBUTIONS

SCHEDULE K-1 INFORMATION • DISTRIBUTION RECORD

Complete a separate beneficiary section or attach a full beneficiary schedule when additional space is needed.

Beneficiary Information

Beneficiary 1

Full legal name: ____________________

Address: ____________________

SSN or EIN: ____________________

Distribution percentage or specific bequest: ____________________

Domestic or foreign beneficiary: ____________________

Beneficiary 2

Full legal name: ____________________

Address: ____________________

SSN or EIN: ____________________

Distribution percentage or specific bequest: ____________________

Domestic or foreign beneficiary: ____________________

Beneficiary 3

Full legal name: ____________________

Address: ____________________

SSN or EIN: ____________________

Distribution percentage or specific bequest: ____________________

Domestic or foreign beneficiary: ____________________

Distribution Record

Date	Beneficiary	Cash / Property Description	Amount / Value

Keep copies of distribution checks, transfer documents, valuations, and receipts signed by beneficiaries.
Schedule K-1 reports each beneficiary's share of estate income, deductions, credits, and other tax items.

ESTATE INCOME & ASSET SALES

INCOME DOCUMENTS • BASIS • SALE INFORMATION

Report income received after death under the estate's EIN, and separate it from the decedent's final Form 1040.

Estate Income Documents

- [ ] Forms 1099-INT and bank statements
- [ ] Forms 1099-DIV and brokerage statements
- [ ] Brokerage consolidated tax statements
- [ ] Schedules K-1 received by the estate
- [ ] Rental income and expense records
- [ ] Royalty and other Form 1099 income
- [ ] Retirement or annuity income, if payable to estate
- [ ] Tax-exempt interest documentation

Other Income Information

- [ ] Business income records
- [ ] Refunds, insurance proceeds, or recoveries
- [ ] Income received in respect of a decedent
- [ ] Prior-year income carryover information

Sales of Estate Assets

- [ ] Real estate closing statements
- [ ] Brokerage sale reports / Form 1099-B
- [ ] Auction or consignment statements
- [ ] Vehicle or personal property sales
- [ ] Selling commissions and closing costs
- [ ] Date each asset was sold

Basis and Valuation Records

- [ ] Date-of-death appraisal
- [ ] Brokerage date-of-death valuation
- [ ] Real estate appraisal or comparable valuation
- [ ] Estate inventory and asset values
- [ ] Improvement and acquisition records
- [ ] Alternate valuation records, if elected

Property and Rental Records

- [ ] Mortgage interest
- [ ] Property taxes and insurance
- [ ] Utilities, repairs, and maintenance
- [ ] HOA / condominium fees
- [ ] Rental depreciation schedule

Date-of-death values are essential for determining basis and calculating gain or loss when inherited assets are sold. Provide the complete closing statement and appraisal, not only the net proceeds deposited into the estate account.

EXPENSES, TAXES & RECORDS

FIDUCIARY EXPENSES • PAYMENTS • FINAL DOCUMENTS

Provide invoices, receipts, statements, and proof of payment for each applicable item.

Estate Administration Expenses

- ☐ Executor / fiduciary fees
- ☐ Attorney fees
- ☐ Accounting and tax preparation fees
- ☐ Probate court and filing costs
- ☐ Appraisal and valuation fees
- ☐ Fiduciary bond premiums
- ☐ Investment advisory fees, if applicable
- ☐ Other estate administration costs

Taxes and Payments

- ☐ Federal estimated tax payments
- ☐ State estimated tax payments
- ☐ Prior-year Form 1041 overpayment applied
- ☐ Property taxes paid after death
- ☐ Foreign or other taxes paid

Final and Supporting Documents

- ☐ Will and trust agreement
- ☐ Estate inventory
- ☐ Death certificate
- ☐ Letters Testamentary / Administration
- ☐ Estate EIN confirmation
- ☐ Prior Form 1041 and depreciation schedules
- ☐ Tax notices and correspondence
- ☐ Estate bank and brokerage statements
- ☐ Insurance payout documentation

Funeral and Final Personal Costs

- ☐ Funeral home and cremation/burial invoices
- ☐ Headstone and cemetery costs
- ☐ Obituary and memorial service expenses
- ☐ Final medical and dental expenses

Closing the Estate

- ☐ Final distribution schedule
- ☐ Assets retained or transferred in kind
- ☐ Outstanding debts and claims
- ☐ Unused loss or deduction carryovers
- ☐ Date estate administration completed

Important tax distinction

Funeral expenses and the decedent's medical expenses are not deductions on Form 1041.
Administration expenses may require an election between Form 1041 and Form 706; the same expense cannot be deducted twice.