

# 1041 – Estate & Trust Tax Return Document Checklist

Use this checklist to gather documents needed to prepare a **Form 1041 (U.S. Income Tax Return for Estates and Trusts)**. Not all items apply to every estate or trust.

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## Estate or Trust Information

- Legal name of estate or trust
- Employer Identification Number (EIN)
- Date of creation or decedent's date of death
- Type of entity (revocable, irrevocable, estate)
- Governing documents (trust agreement, will, codicils)
- Name and contact info of fiduciary/executor

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## Beneficiary Information

- Names, addresses, and SSNs of all beneficiaries
- Beneficiary share percentages
- Distributions to beneficiaries during the year

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## Income Documents

- Interest income (Forms 1099-INT)
- Dividend income (Forms 1099-DIV)
- Capital gains/losses (Forms 1099-B)
- Rental income (Schedule E) and expenses
- Business income (Schedule C, if applicable)
- Retirement or annuity income (Forms 1099-R)
- Other income (royalties, unemployment, etc.)

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## **Deductions & Expenses**

- Fiduciary fees paid
- Attorney, accountant, and tax preparation fees
- Investment advisory or management fees
- Charitable contributions made by the estate or trust
- Taxes paid (state, local, property)
- Administrative expenses related to estate or trust

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## **Assets & Transactions**

- Bank statements (beginning & end of year)
- Brokerage statements
- Real estate closing statements (purchases, sales, or improvements)
- Fixed asset purchases or disposals
- Documentation of distributions to beneficiaries

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## **Prior-Year & Tax Payments**

- Prior-year 1041 return
- Estimated tax payments made
- State filings and payments

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## **IRS & Miscellaneous**

- IRS or state correspondence
- Any notices of valuation or appraisals
- Other relevant estate or trust documents

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*Providing complete income, expenses, and distribution records ensures accurate preparation of the 1041 return and proper reporting to beneficiaries.*