

# 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.*