



This organizer is designed to assist you, the donor, in gathering the information required for preparation of your gift tax returns. Please complete it in full and provide details and documentation as requested.

Also, enclosed is an engagement letter which explains the services that will be provided to you. Please sign a copy of the engagement letter and return it in the enclosed envelope. Keep the other copy for your records.

The filing deadline for the gift tax return is _____. Your completed tax organizer needs to be received no later than _____ . Any information received after that date may require an extension to be filed for this return.

NOTE: The annual gift tax exclusion for 2017 is \$14,000 per donee.

If an extension of time to file is required, any tax that may be due with this return must be paid with that extension. Any taxes not paid by the filing deadline may be subject to late-payment penalties and interest.

We look forward to providing services to you. Should you have any questions regarding any items, please do not hesitate to contact _____.

Email: _____ Phone: _____

In particular, if you are uncertain of the appropriate response for any of the requested items, please consult the contact above.

Certification:

The undersigned certifies, to the best of his or her knowledge, that the information documented in and provided with this organizer is complete and accurate.

Certified by (taxpayer): _____

Certified by (spouse): _____ (if applicable)

Donor's full name _____ SSN _____

Spouse's name _____ SSN _____

Address _____

City, town, or post office _____ County _____

State _____ ZIP code _____

Home/mobile telephone no. _____ Donor's citizenship _____

Office telephone no. _____ Spouse's citizenship _____

Email address _____

	Yes/ Done	No
▶ 1) Did the donor die during the year? If yes, provide a copy of the death certificate.	<input type="checkbox"/>	<input type="checkbox"/>
▶ 2) Have gift tax returns been filed in prior years? If yes, provide copies unless they were prepared by our firm.	<input type="checkbox"/>	<input type="checkbox"/>
▶ 3) Do you give us permission to contact the predecessor preparer for this tax return (if applicable)? If yes, please provide the predecessor's contact information.	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4) Copies of any tax elections or revocations in effect.	<input type="checkbox"/>	<input type="checkbox"/>
▶ 5) Have previously filed gift tax returns been examined? If so, provide copies of examination reports.	<input type="checkbox"/>	<input type="checkbox"/>
▶ 6) Have the gifts (including generation-skipping transfers) to third parties during the calendar year been considered as made one-half by each spouse? If yes:	<input type="checkbox"/>	<input type="checkbox"/>
a. Were the gifts made from community property of the spouse's?	<input type="checkbox"/>	<input type="checkbox"/>
b. Were taxpayer/donors married during the entire year?	<input type="checkbox"/>	<input type="checkbox"/>
c. Did taxpayers/donors get married during the year? If yes, when? _____	<input type="checkbox"/>	<input type="checkbox"/>
d. Did taxpayers/donors get divorced during the year? If yes, when? _____	<input type="checkbox"/>	<input type="checkbox"/>
e. Will each spouse file a gift tax return?	<input type="checkbox"/>	<input type="checkbox"/>
f. Did the donor's spouse die during the year? If yes, when? _____	<input type="checkbox"/>	<input type="checkbox"/>

	Yes/ Done	No
▶ 7) Has the donor's spouse made gifts? If so, complete a separate Form 709 organizer.	<input type="checkbox"/>	<input type="checkbox"/>
▶ 8) Were any of the above gifts made to, or for the benefit of, a trust? If yes, provide a copy of the trust and the trust's identification number if one has been obtained.	<input type="checkbox"/>	<input type="checkbox"/>
▶ 9) Does the value of any of the above gifts reflect a valuation discount? If so, provide a copy of the valuation report or the analysis upon which the discount is based.	<input type="checkbox"/>	<input type="checkbox"/>
▶ 10) Were any of the above gifts based upon an appraisal? If yes, provide a copy of the appraisal.	<input type="checkbox"/>	<input type="checkbox"/>
▶ 11) Were gifts made to a Sec. 529 plan?	<input type="checkbox"/>	<input type="checkbox"/>
a. Did the donor make gifts to a Sec. 529 plan in prior years?	<input type="checkbox"/>	<input type="checkbox"/>
b. Are this year's gifts to a new Sec. 529 plan or to one for a different beneficiary?	<input type="checkbox"/>	<input type="checkbox"/>
c. Form 709 is not required if the only item is reporting a prior year gift to the Sec. 529 plan, but it is recommended. Would you like to file to report the gift that originated in a prior year?	<input type="checkbox"/>	<input type="checkbox"/>
▶ 12) If the spouse died after Dec. 31, 2011, provide a copy of the spouse's estate tax return, if filed.	<input type="checkbox"/>	<input type="checkbox"/>
▶ 13) Does the donor have a deceased spousal unused exclusion (DSUE) amount?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Note: For 2017, the estate and gift tax exemption is \$5.49 million per individual. The law allows a surviving spouse to use any leftover/unused federal estate tax exclusion amount of a deceased spouse (referred to as the DSUE).</i>		
If yes, provide the deceased spouse's name, date of death, and the amount of the unused exclusion.		
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▶ 14) Did the donor make gifts to the child of a deceased child? The donee may move up a generation for gift tax purposes.	<input type="checkbox"/>	<input type="checkbox"/>
▶ 15) Does the donor's attorney need to review returns before filing? If yes, this may affect whether an extension is needed.	<input type="checkbox"/>	<input type="checkbox"/>
▶ 16) Also, if yes, do we have permission to release the returns to the attorney?	<input type="checkbox"/>	<input type="checkbox"/>

