City Center Tax Group

Estate and Trust Tax Preparation Checklist

	Description	✓
1.	Last year's tax returns (if not prepared by this office)	
2.	Copy of Last Will and Testament	
3.	Copy of Trust Agreement	
4.	Copy of death certificate	
5.	Copy of final 1040	
6.	Tax Identification Number of estate or trust – Letter from IRS after filing SS-4	
7.	Name, address, Tax Identification Number and email of fiduciary	
8.	Name, Tax Identification Number and address of beneficiary(ies)	
9.	Beneficiary(ies) date of birth and relationship	
10.	Forms 1099's issued to estate or trust	
11.	K1's from any partnerships, trusts or corporations	
12.	Estate's probate inventory filing	
13.	Estate's probate account filing(s)	
14.	Bank and investments statements of estate or trust	
15.	Basis of assets in estate or trust	
16.	Detail of distributions made to beneficiaries	
17.	Copy of Estate Tax Return – Form 706	
18.	IRS and/or state correspondence received	

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