# ESTATE AND TRUST TAX ORGANIZER

**Year ____________**

| Estate/Trust Name | | | | | EIN | |
|---|---|---|---|---|---|---|
| Address | | | | | Date created | |
| Name of fiduciary | | | Social Security Number | | Phone | |
| Address of fiduciary | | | | | e-mail | |
| Name of deceased (if estate) | | | Date of death | | SS Number | |
| Check all that apply: | Estate | Simple Trust | Complex trust | Grantor trust | First year | Last year |

## BENEFICIARIES

| | | | |
|---|---|---|---|
| Name | Social Security Number | Address | % |
| Name | Social Security Number | Address | % |
| Name | Social Security Number | Address | % |
| Name | Social Security Number | Address | % |
| Name | Social Security Number | Address | % |

**DOCUMENTS NEEDED:**
(if applicable)
☑

- ❑ Last Year's Tax Return (if new client)
- ❑ Copy of the will and/or trust documents
- ❑ 1099-Rs for Retirement
- ❑ 1099s for Interest, Dividends and Other Income
- ❑ K-1s from Partnerships, Corporations or Estates
- ❑ Property Tax Statements
- ❑ 1098s for Mortgage Interest and Contributions
- ❑ Closing Papers for Purchases and Sales including purchase and sale dates and amounts
- ❑ All Other Statements Showing Income

RENTAL/BUSINESS/FARMING INCOME & EXPENSE

**Total Received:** $ ____________________

**Expenses:**
- Taxes . . . . . . . . . . . . . . . . . ____________
- Utilities . . . . . . . . . . . . . . . . ____________
- Interest . . . . . . . . . . . . . . . . ____________
- Insurance . . . . . . . . . . . . . . ____________
- Repairs . . . . . . . . . . . . . . . . ____________
- Supplies . . . . . . . . . . . . . . . ____________
- Equipment . . . . . . . . . . . . . ____________
- Advertising . . . . . . . . . . . . . ____________
- Other . . . . . . . . . . . . . . . . . ____________

**Business Mileage** . . . . . . . . . . . . . . . . . . . . ____________

OTHER INCOME

- ★ Wages (Forms W-2) . . . . . . . . . . . . . . . . . . ____________
- ★ Interest (Forms 1099-INT) . . *see pg.2* . . . . . . ____________
- ★ Dividends (Forms 1099-DIV) . . *see pg.2* . . . . ____________
- ★ Pensions/Annuities/Roth Conversions . . . . . ____________
- ★ Debt Cancellation . . . . . . . . . . . . . . . . . . . . . ____________
- ★ Partnerships & S-Corporations (Bring K-1) . . ____________
- ★ Estates & Trusts (Bring K-1) . . . . . . . . . . . . ____________
- ★ State Tax Refunds . . . . . . . . . . . . . . . . . . . ____________
- ★ Royalties . . . . . . . . . . . . . . . . . . . . . . . . . . ____________
- ★ Sales of Property . . *see pg.2* . . . . . . . . . . . . ____________
- ★ Non-taxable Income . . *see pg.2* . . . . . . . . . . ____________
- ★ Other (Provide details.) . . . . . . . . . . . . . . . . ____________
- ★ Other (Provide details.) . . . . . . . . . . . . . . . . ____________
- ★ Other (Provide details.) . . . . . . . . . . . . . . . . ____________

**Please answer these questions:**

What is the estate/trust's state of residence? ________________

Did the estate receive earnings from an individual? Y / N

Did the estate receive or pay a seller-financed mortgage? Y / N

Did the estate receive income from an installment sale? Y / N

Did the taxpayer have foreign income or pay any foreign taxes? Y / N

Has there been a change in beneficiaries? Y / N (If yes, provide details.)

Has there been a change in address or fiduciary name? Y / N (If yes, provide details and date of change.) ____________

____________________________________________

★ Bring statements for marked items.

## ESTATE AND TRUST INCOME AND EXPENSES (continued)

**INTEREST INCOME** (Bring 1099-INTs)

| Name of Payer | Amount | Name of Payer | Amount |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**DIVIDEND INCOME** (Bring 1099-DIVs)

| Name of Payer | Total Dividends | Qualifying Dividends | Capital Gain Dividends |
|---|---|---|---|
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**SALE OF PROPERTY** (Bring 1099-B and/or 1099-S)

| Description of Property Sold | Date Purchased | Purchase Price | Date Sold | Sale Price |
|---|---|---|---|---|
| | | | | |
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**NONTAXABLE INCOME**

| Name of Payer | Amount | Name of Payer | Amount |
|---|---|---|---|
| | | | |
| | | | |

**EXPENSES**

| | | | |
|---|---|---|---|
| Accounting fees | | Attorney fees | |
| Fiduciary fees | | Tax preparer fees | |
| Expenses for maintaining property | | Investment advisory fees | |
| held by estate | | Safe deposit box | |
| Amount paid for charity (bring list) | | Wages paid from W-2s | |
| Mortgage interest | | Internet service | |
| Other interest paid | | Parking & tolls | |
| Rentor lease paid | | Other (Provide details.) | |
| Repairs & maintenance | | Other (Provide details.) | |