

# 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.) \_\_\_\_\_

## 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **SALE OF PROPERTY** (Bring 1099-B and/or 1099-S)

Description of Property Sold	Date Purchased	Purchase Price	Date Sold	Sale Price
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### **NONTAXABLE INCOME**

Name of Payer	Amount	Name of Payer	Amount
_____	_____	_____	_____
_____	_____	_____	_____

### **EXPENSES**

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