

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	%

DOCUMENTS NEEDED: (if applicable)



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

<h3>RENTAL/BUSINESS/FARMING INCOME & EXPENSE</h3> <p>Total Received: \$ _____</p> <p>Expenses:</p> <ul style="list-style-type: none"> Taxes _____ Utilities _____ Interest _____ Insurance _____ Repairs _____ Supplies _____ Equipment _____ Advertising _____ Other _____ <p>Business Mileage _____</p>	<h3>OTHER INCOME</h3> <ul style="list-style-type: none"> ★ 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.) _____
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Please answer these questions:

- | | |
|---|---|
| What is the estate/trust's state of residence? _____ | Did the taxpayer have foreign income or pay any foreign taxes? Y / N |
| Did the estate receive earnings from an individual? Y / N | Has there been a change in beneficiaries? Y / N (If yes, provide details.) |
| Did the estate receive or pay a seller-financed mortgage? Y / N | Has there been a change in address or fiduciary name? Y / N (If yes, provide details and date of change.) _____ |
| Did the estate receive income from an installment sale? Y / N | _____ |

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.)	_____