Estate and Trust Tax Organizer

(See next page for Organizer)

ACCOUNTING & TAX

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Estate and Trust General Information

Legal name of Estate/Trust		Trust's Tax ID #	
Address	City	State	Zip
Decedent's Full Name		Decedent's SSN	
Date of Birth	Date Established/Date of Death		
Fiduciary's Contact Name:		Email	
Fiduciary's SSN	Primary phone	Secondary phone	
Contact Address	City	State	Zip

Type of Estate/Trust: Decedent's Trust Simple Complex Bankruptcy Estate Other: ____________

Beneficiary Information

Name	*SSN **	*Date of birth*	*Relationship*	*Address*

Income

Did the trust sell any real estate property (including a home) during the year? □ Yes □ No

If yes, please provide details (sales price, purchase price, related expenses, etc.):

Did the trust receive any interest income (from bank accounts, bonds, loans, etc.) during the year? □ Yes □ No

If yes, please list the sources and amounts:

Did the trust sell any stocks, bonds, or other investment securities during the year? □ Yes □ No

If yes, please provide details (sale proceeds, cost basis, dates, etc.):

Did the trust receive and dividends during the year? □ Yes □ No

If yes, please list the sources and amounts:

Documents Needed (if applicable):

□ Last Year's Tax Return (if new client)
□ Copy of 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