



## Tax Preparation Checklist - Estates and Trusts

**Please do not attach sensitive tax information to ordinary email.**

*Please request access to use Liscio instead.*

*Please note, not all taxpayers will have all the documents listed below. Please send 100% of those items that you **do** have and cross out those items that do not relate to your 2024 tax situation. Thanks!*

### **ALL ENTITIES**

- ✓ Full legal name of the entity
- ✓ Full trust document (in the case of a trust return)
- ✓ Fiscal year of estate (in the case of an estate return)
- ✓ Federal employer ID number
- ✓ Full name, current address, phone number, email, and title of responsible party/trustee
- ✓ Estate or trust's current address, phone number, contact person, and email address (if different from that demographic information of responsible party/trustee)
- ✓ Signed engagement letter
- ✓ **NEW CLIENTS**: please provide a complete copy of your 2023 taxes (and 2022 if available)

### **ALSO ALL ENTITIES**

- ✓ Completed fiduciary accounting that shows all categorized income and categorized expenses (Please note that Excel is the best format to work with the accounting).
- ✓ List of beneficiaries that includes:
  - Beneficiary's full name
  - Tax ID number (Social Security or EIN)
  - Complete address
  - Beneficiary share
- ✓ Appraisals for real property sold during reporting period (or, statement of fair market value at date of death in the event of no appraisal being done)
- ✓ Closing statement(s) for all sales of real property
- ✓ Forms 1099 when issued for the year of death
- ✓ Decedent's final 1040 and worksheet to show calculation of income and deductions that belong to individual during lifetime and received after death

## OTHER GENERAL NOTES

- ✓ **Please do not attach sensitive tax information to ordinary email.** Please use our secure portal, Liscio, to send all sensitive tax information.
- ✓ Not all taxpayers will have all these items or issues on their tax return - so if it doesn't apply to you, please don't worry about it.
- ✓ Please provide fiduciary accounting and other reports in **Excel** format as it is easier to use for verifying accuracy of the work.
- ✓ We are required by state and federal tax laws to electronically file most returns. When filing on paper and by mail is optional, we add a nominal charge to cover the additional resources needed to file this way.
- ✓ If you have questions along the way, please call (619) 220-0375 or send an email to [dave@fortunatefields.com](mailto:dave@fortunatefields.com)
- ✓ **Please provide 100% of the required information to ensure efficiency in our communication and information sharing.**

***Thank you very much for your trust!***