Estate and Trust – Form 1041 Organizer

Estate and Trust Information

Name: ____

Estate or Trust Name

Fiduciary/Personal Rep Name(s): ____

Last, First, M.I. .

Mailing Address: ____

Street and Apartment/Unit #

____

City, State, Zip

Phone: ____________________ Alternate Phone: ____________________

Phone Number and Type (Cell, Home, Work) *Phone Number and Type (Cell, Home, Work)*

Email: ____

The email address will be used for general communication and to set up a client portal where you can upload documents and store electronic copies of the tax returns.

Preferred method of contact (phone, alt phone or email)? ________________

Beneficiary Information

If beneficiary information was provided previously, and there are no changes to that information, you may skip this section.

Beneficiary Name	Soc. Sec. # or EIN	Mailing Address	Date of Birth	Relationship to Decedent or Person Creating the Trust

Attach an additional schedule if needed

Is any beneficiary other than a U.S. person? If so, please provide additional information here:

Were there any changes to beneficiaries? If so, please provide information on the changes:

Beneficiary Distributions

Please provide information on any distributions made to beneficiaries during the tax year **or those that will be made within 65 days after the end of the tax year**.

______ Indicate here if you would like us to calculate the optimum income distribution to be made within 65 days of the close of the tax year.

Beneficiary Name	Date of Distribution	Description of Distribution	Fair Market Value of Distribution	Tax Basis of Distribution

Attach additional schedules if needed

Income Documents Needed

- 1099-INT and or statements providing interest income, including tax-exempt interest income
- 1099-DIV
- 1099-R received for decedent retirement or IRA distributions
- 1099-B information on all Capital Gains and Losses
- 1099-Misc miscellaneous Income
- K-1s
- Closing Statements (for estate or trust property sold)
- Rent or Royalty Income
- Year-end bank and brokerage statements
- Estimate payments made, if any

Deduction Information Needed

- Form 1098 - Interest Expense
- Real Estate Taxes paid
- Fiduciary fees (Executor/Personal Representative and Trustee Fee)
- Legal fees with purpose and date paid
- Accounting fees (paid to accountant other than Nelson CPAs)
- Spreadsheet or other document summarizing costs related to maintaining the decedent’s home and/or costs associated to selling the home
- Spreadsheet or other document summarizing other costs of the estate or trust not specifically listed here
- Investment fees
- Safe deposit box rental
- Estimated tax payments made

Notes and Questions for Preparer

Include any notes or questions for the preparer in the space below.