Trust Organizer

For the following questions, please attach supporting documents to assist in the preparation of the tax return. **This information helps us prepare your return accurately and in a more efficient and cost-effective manner**. If you have already provided the information requested you do not need to provide it again.

Trust Name:

GENERAL INFORMATION

	Included	N/A
1. If not already provided, please provide a copy of the trust agreement. If any amendments have been made to the trust agreement, please provide these.	☐	☐
2. Please provide any fiduciary changes (Ex: a new fiduciary or a change in address).	☐	☐
3. Did the trust have any interest in foreign bank or financial accounts? If so, please provide the institution name and address, account number, and approximate highest balance during the year.	☐	☐
4. Please provide correspondence or any audit paperwork received for any notices from the IRS or State.	☐	☐
5. Were there any distributions to beneficiaries? If so, please provide the name of the beneficiary, the date of the distribution and the amount.	☐	☐
6. If any beneficiaries changed addresses, please provide the new address.	☐	☐

INCOME/DEDUCTIONS

	Included	N/A
1. Interest income (Forms 1099-INT, etc.).	☐	☐
2. Dividend income, (Forms 1099-DIV, etc.).	☐	☐
3. Capital gain income, (Forms 1099-B, etc.).	☐	☐
4. Miscellaneous income, (Forms 1099, including state/local refunds, etc).	☐	☐
5. Copies of any K-1s received during the year.	☐	☐
6. If the trust has any rental or royalty income, provide details on the type and location of any rental real estate property and the related income and deductions.	☐	☐
7. Amount of investment or other interest paid. (Provide a copy of Form 1098, if applicable).	☐	☐
8. Real estate taxes	☐	☐
9. Fiduciary fees	☐	☐
10. Legal fees	☐	☐
11. Tax return preparation and accounting fees	☐	☐
12. Investment fees	☐	☐
13. Charitable Contributions	☐	☐
14. List all payments made to taxing authorities, including the amount, date, and the payee (including estimated tax payments and extension payments paid after year end).	☐	☐