

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).