

# Organizer for Fiduciary Estate and Trust Tax Returns

Estate/Trust: \_\_\_\_\_

EIN Name

Address: \_\_\_\_\_

Mailing Address Suite # City State Zip Code

Fiduciary contact name: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phones: \_\_\_\_\_

(Office) (Home) (Mobile)

Contact Mailing Address Suite # City State Zip Code

This Organizer is provided to help you gather and organize information relating to preparation of your fiduciary income tax return. Where indicated, we have provided additional worksheets and other specialized organizers where you can provide additional important information. Please complete this Organizer and bring the following information to your tax interview:

- A copy of your prior-year 1041 Fiduciary Tax Return if you are a first-time customer of White Tax Services, LLC
- A copy of the Will or Trust document
- All 1099s, K1s and other income statements issued to the estate, trust or to the decedent in the year of death

Filing Information. Please answer "Yes" or "No" to ALL of the following questions.	Yes	No
Is this tax return for an Estate? If yes, please provide the following information: Decedent's date of death: _____ Decedent's SSN: _____	<input type="checkbox"/>	<input type="checkbox"/>
Is this tax return for a Trust? If yes, please provide the following information: Trust type: Simple <input type="checkbox"/> Complex <input type="checkbox"/> Grantor <input type="checkbox"/> Other: _____ Date Trust was created: _____	<input type="checkbox"/>	<input type="checkbox"/>
Is this a qualified revocable trust filing an original return that wishes to make a §645 Election to be taxed as an estate? <i>This election allows a qualified revocable trust to be treated and taxed (for income tax purposes) as part of its related estate during the election period. Once the election is made, it cannot be revoked.</i>	<input type="checkbox"/>	<input type="checkbox"/>
What is the Estate/Trust state of residence?		
Is there a change in address or fiduciary name? <i>If yes, describe:</i>	<input type="checkbox"/>	<input type="checkbox"/>
Did the estate or trust receive tax-exempt income? <i>If yes, \$</i> _____		
Did the estate or trust receive all or any part of the earnings of a person? <i>If yes, describe.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Did the estate or trust receive or pay seller-financed mortgage? <i>If yes, describe:</i>	<input type="checkbox"/>	<input type="checkbox"/>
Did the estate or trust receive income from self-employed small business? <i>If yes, complete the Self-Employed Organizer on our website at <a href="http://www.pnwtax.com">www.pnwtax.com</a>.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Did the estate or trust receive income from rental real estate? <i>If yes, complete Rental Organizer.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Did the estate or trust receive income from a partnership. S-corporation, trust or estate? <i>If yes, Provide K-1 for each entity that issued income.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Did the estate or trust receive income from an installment sale? <i>If yes, describe</i>	<input type="checkbox"/>	<input type="checkbox"/>
Did the estate or trust receive income from any state? <i>If yes, name the state and describe the income</i>	<input type="checkbox"/>	<input type="checkbox"/>
Did the estate or trust receive income from the sale of stocks or bonds? <i>If yes, complete the Sale of Stock Organizer.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Did the estate or trust receive income from interest or dividends? <i>If yes, complete the interest and dividends section on Page 4.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Did the estate or trust sell property? <i>If yes, complete the property sale section on Page 4.</i>	<input type="checkbox"/>	<input type="checkbox"/>

### **Important Information that Applies to Estates**

Information on this page is provided to assist you with gathering documents and other information we need when preparing the fiduciary tax return of an estate.

An estate comes into existence on the date of death of the decedent. The estate ends when all assets held by the estate have been distributed.

- All income earned by the decedent prior to death is reported on the final Individual 1040 return of the decedent. All income earned by the estate is reported on the estate Fiduciary 1041 return.
- For the year of death it is therefore necessary to file two short-year tax returns:
  - One for the decedent, and
  - One for the estate.
- After the year of death, Fiduciary 1041 tax returns are filed for the estate until the estate is closed and all remaining assets of the estate are distributed to beneficiaries, heirs, or charity.

The executor or administrator of an estate is responsible for performing the following duties relating to tax matters of the estate:

1. Obtaining an employer identification number (EIN)
2. Filing necessary income and estate-tax returns including:
  - a. The estate's income tax return (both federal and state),
  - b. The federal estate-tax return (if required),
  - c. The state death tax return (if required)
  - d. The deceased's final income tax return (federal and state).
3. Payment of debts owed by the estate. Taxes usually must be paid before other debts.
4. Paying all death taxes (i.e., estate and inheritance). Often it is necessary to hire an appraiser to value certain assets of the estate, such as a business, pension, or real estate, since estate taxes are based on the "fair market" value of the assets. After the filing of the returns and payment of taxes, the Internal Revenue Service will generally send some type of estate closing letter accepting the return. Occasionally, the return will be audited.

The executor of an estate should keep meticulous bookkeeping records which detail all income and expenditures of the estate. Depending on circumstances and upon the stipulations set forth within the will, beneficiaries of the estate may receive partial distributions of their inheritance prior to the closing of the estate.

Tax laws and rulings governing administration of estates, particularly with respect to taxes, are complex. Therefore an executor can be in charge for two or three years before the estate administration is completed. During the period of time the estate continues to exist, the executor is required to pay necessary expenses relating to administration of the estate from the estates assets.

If the estate sold or disposed of assets during the year, the sale of these items must be reported on the tax return of the estate. The following information should be maintained by the estate:

- An inventory of the items sold,
- The fair market value of these items on the date of death,
- Costs related to maintaining, repairing, improving, holding and selling assets,
- The date of sale, and
- Sales price

Examples of the kinds of assets the estate or trust may have sold include:

- Home
- Rental property
- Stocks and bonds
- Personal property such as furniture, jewelry and vehicles.

Beneficiary Information First Name–Last Name <i>(Enter information for all Partner/Members who owned shares at any time during the year)</i>	Social Security Number	Beneficiary Mailing Address		Beneficiary's share of Income, Deductions etc.
		Street Address	City, State, Zip	

Distributions of money or property to beneficiaries during the year	
Please describe the amount and type of distributions made to beneficiaries during the year.	
Income required to be distributed during the year	\$
Other amounts paid, credited, or otherwise required to be distributed	\$
Use this space to provide additional information about distributions made to beneficiaries.	

**Sale of stock, home, land, automobiles and other property belonging to the Estate or Trust**

- Please attach copies of year-end brokerage statements relating to stock sales
- If real estate was sold during the year, provide copies of closing papers

Description of property sold	Date purchased	Purchase Price	Date Sold	Sales Price

**Interest and Dividend Income Worksheet**

- Please attach copies of all interest and dividend statements the Partnership/LLC received for the year.
- If you are receiving interest payments under a seller financed mortgage, we will need the name, address and SSN of the person making payments to you.
- For each payer of interest or dividends, enter the total payment received.

Did the trust/estate have ownership or control over a financial account in a foreign country? Yes ☐ No ☐

If yes, what was the maximum value of the foreign financial accounts during the year?

Do you wish to nominee any interest to a secondary account holder? Yes ☐ No ☐

Name of bank or other payer	Interest Received	Name of Partnership/LLC or other payer	Dividends Received
	\$		\$
	\$		\$
	\$		\$

Expenses		Expenses	
Fiduciary fees	\$	Attorney fees	\$
Accounting	\$	Tax preparer	\$
Expenses for maintaining property held by the estate	\$	Qualified residence interest (interest paid by the estate on	\$
Investment interest	\$	Investment advisory fees	\$
Subscriptions to investment advisory magazines	\$	Safe deposit box	
Amounts permanently set aside for charitable purposes	\$	Wages ( W2s must be issued)	
Mortgage interest (paid to banks etc.)	\$	Cell phone (100% of charges)	\$
Other interest (do not include auto or home loan interest)	\$	Business use %	%
Legal and professional services	\$	Telephone expense (Do not include cost of main home phone line)	\$
Office expense (Do not include equipment purchases – see Depreciation Worksheet below)	\$	Professional continuing education	\$
Pension and profit sharing plans	\$	Internet service	\$
Rent or lease (vehicles, machinery, and equipment)	\$	Parking & tolls	\$
Rent (office, leasehold, storage)	\$	Other expenses (List below):	\$
Repairs and maintenance	\$		\$

## ENGAGEMENT LETTER

Thank you for choosing White Tax Services, LLC to assist with the preparation of tax return(s) for \_\_\_\_\_, here-in-after referred to as the "*Fiduciary*". This letter confirms the terms of this engagement and outlines the nature and extent of the services we will provide.

We will prepare tax year \_\_\_\_\_ income tax returns for the Fiduciary. We will depend on management of the Fiduciary to provide the information we require to prepare complete and accurate returns. The law imposes penalties when taxpayers underestimate their tax liability. White Tax Services, LLC and its personnel are not liable for errors or omissions that result from a failure on the part of the Fiduciary's management to fully and properly disclose information needed to accurately complete the Fiduciary's returns.

Our fees for preparation of the Fiduciary's tax returns are based on a fixed schedule. Additional fees may apply if we provide bookkeeping, accounting, consulting or research services. Fees are due at the time services are rendered. To the extent permitted by state law, an interest charge may be added to all accounts not paid within thirty (30) days. We will use information obtained during this engagement for collection of any and all fees due.

### Fiduciary

Fiduciary records will be returned to management at the end of this engagement. These records, along with all supporting documents, canceled checks, etc., should be securely stored, as these items may later be needed to prove accuracy and completeness of a return. We will retain copies of the records and our work papers from this engagement for four years, after which these documents will be destroyed.

Our engagement to prepare the Fiduciary's tax returns will conclude with the delivery of the completed returns to management (if paper filing) or the signing by your tax matters Officer, and the subsequent submittal, of the tax return (if e-filing). If management has not elected to e-file the returns with our office, management will be solely responsible to file the returns with the appropriate taxing authorities. The tax matters partner/manager should review all tax-return documents carefully before signing them.

To affirm that this letter correctly summarizes the arrangements for this work, and that all information provided on the Fiduciary Estate and Trust Organizer is true and correct, please sign this letter in the space indicated below.

Thank you for your confidence in White Tax Service, LLC.

Accepted By:

\_\_\_\_\_  
Executor/Administrator/Trustee of the Fiduciary

\_\_\_\_\_  
Date