Steadman Tax Service, LLC

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Estate Tax Checklist (mini)

Name of the decedent: ______________________

- ❑ Death Certificate
- ❑ Federal ID Number of estate and/or trust
- ❑ Will
- ❑ Copy of last tax return filed
- ❑ Letters Testamentary
- ❑ Trust Documents (if applicable)
- ❑ Copy of Form 56 filed by Executor

- ❑ Inventory of assets owned at time of death. Please provide a list of furniture, equipment, jewelry, vehicles, cash, homes and other assets with fair market value and how the value was determined.

- ❑ Itemized list of all stocks or other securities owned. Date of death value and alternate valuation date. (Broker can provide this) must show cusip # and number of shares held at DOD. Dividends payable at time of death and distributed after death for each applicable stock.

- ❑ Annuities – need date of death value.
- ❑ Date of death value and bank statement support for all accounts in the decedents name or co-owned with another.
- ❑ Appraisals of Real estate with legal description and street address. Percentage of ownership of each parcel.
- ❑ Appraisals of Business interests and percentage of ownership (# shares owned)
- ❑ Fair market value of any personal property owned by the decedent.

  - ❑ Furniture and equipment
  - ❑ Jewelry
  - ❑ Vehicles
  - ❑ Equipment
  - ❑ Any other assets

- ❑ Residual Estate Beneficiaries names and addresses and social security numbers
- ❑ Debts of the decedent paid after death.
- ❑ Mortgages, Notes, and Cash balances as of date of death.
- ❑ Community Property agreement if applicable
- ❑ Attorney, accountant and appraisal fees – indicate whether estimated or final fees paid.
- ❑ Estate administration expenses
- ❑ Bank statements and check registers for the estate or trust accounting income
- ❑ Copies of all Gift tax forms filed by the decedent (Form 709)
- ❑ Value of Life insurance for policies owned by deceased
- ❑ Funeral Costs / medical bills

Beneficiary Information (please provide information for all beneficiaries; attach separate page if necessary)				
Beneficiary First and Last Name	Social Security Number	Beneficiary's mailing address Street Address City, State, Zip	Beneficiary's percentage share of Trust	Distributions to Beneficiary during tax year

Please answer each question below. Feel free to contact us with any questions you may have.	**Yes**	**No**
Types of income: Did the Estate receive any income from the following		
W2 wages (applicable if received from decedent)		
Pension, retirement, or annuity income		
Royalty income		
Rental income (please complete the rental worksheet on our website)		
Insurance proceeds		
Interest income		
Dividend income		
Any other investment income (eg sale of stocks, or other property)		
K1s issued to the trust (as a shareholder or partner)		
Income from an installment sale. If yes, provide details		
Any income from Crypto currencies (Bitcoin, Etherium, etc)		
Any other types of income not listed. Please explain		
Estimated tax payments for the year: (provide copies of all payments)		

Income Worksheet

Please list the income received and attach copies of all tax documents, including 1099s, K1s or other statements received for the year.

Income Source Name of bank or other payer	**Income Received**	**Reported on tax form?**	**Any direct expenses related to receiving this income? If yes, provide details on supplement page.**
	$		
	$		
	$		
	$		
	$		
	$		
	$		
	$		
	$		
	$		
	$		
	$		

Expense Worksheet
Please provide the following information relating to expenses paid by the Estate.

Executor (Executrix) fees	$	Accounting / Tax Prep	$
Attorney fees	$	Other _______________	$
Other ________________	$	Other _______________	$
Other ________________	$	Other _______________	$
Other ________________	$	Other _______________	$
Other ________________	$	Other _______________	$
Other ________________	$	Other _______________	$

Supplemental information
Please provide any additional information or explanation details.

Taxpayer certification
I hereby certify that I have truthfully and accurately, to the best of my knowledge and ability, provided Steadman Tax Services, LLC with all information requested on this Estate Organizer and that I have answered fully and truthfully to all questions and requests for information.

Authorized Signature	Print	Date