



### Estate Tax Checklist

Name of the decedent: \_\_\_\_\_

Death Certificate

Federal ID Number of estate and/or trust

Letters Testamentary

Will

Trust Documents (if applicable)

Copy of last tax return filed

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



Estate Organizer: Tax Year \_\_\_\_\_

**Estate Information**

Name of decedent \_\_\_\_\_ SSN: \_\_\_\_\_

Estate Name \_\_\_\_\_ EIN: \_\_\_\_\_

Date of death \_\_\_\_\_

Executor/Executrix: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Estate Questions**

Yes No Did the decedent have a Will?

Yes No Has the court appointed a representative / executor for the Estate?

Yes No Have you consulted an attorney for the Estate?

Yes No Has the Estate been probated?

How many beneficiaries does the Estate have? \_\_\_\_\_

Please upload the following documents

- Copy of the decedents Will
- Copy of death certificate
- Letters Testamentary
- Probate documents
- List of estate inventory with values

If the Estate is not going to be probated, then please provide a letter from your attorney explaining probate is not required and a list of assets with the inventory value. All other items above are required in order to preapre the estate tax return.

**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<br>Street Address<br>City, State, Zip | Beneficiary's percentage share of Trust | Distributions to Beneficiary during tax year |
|---------------------------------|------------------------|---|---|--|
|                                 |                        |   |   |  |
|                                 |                        |   |   |  |
|                                 |                        |   |   |  |
|                                 |                        |   |   |  |
|                                 |                        |   |   |  |
|                                 |                        |   |   |  |
|                                 |                        |   |   |  |
|                                 |                        |   |   |  |
|                                 |                        |   |   |  |
|                                 |                        |   |   |  |

| <b>Please answer each question below.</b> Feel free to contact us with any questions you may have. | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
| 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, Ethereum, etc)   |            |           |
| Any other types of income not listed. Please explain   |            |           |
|  |            |           |
| Estimated tax payments for the year: (provide copies of all payments)                              |            |           |
|  |            |           |

| <b>Income Worksheet</b>   |                        |                              |  |
|---|------------------------|------------------------------|--|
| Please list the income received and attach copies of all tax documents, including 1099s, K1s or other statements received for the year. |                        |                              |  |
| <b>Income Source</b><br>Name of bank or other payer   | <b>Income Received</b> | <b>Reported on tax form?</b> | <b>Any direct expenses related to receiving this income? If yes, provide details on supplement page.</b> |
|   | \$                     |                              |  |
|   | \$                     |                              |  |
|   | \$                     |                              |  |
|   | \$                     |                              |  |
|   | \$                     |                              |  |
|   | \$                     |                              |  |
|   | \$                     |                              |  |
|   | \$                     |                              |  |
|   | \$                     |                              |  |
|   | \$                     |                              |  |
|   | \$                     |                              |  |
|   | \$                     |                              |  |
|   | \$                     |                              |  |
|   | \$                     |                              |  |

**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 _____           | \$ |
|                           |    |                       |    |
|                           |    |                       |    |
|                           |    |                       |    |
|                           |    |                       |    |
|                           |    |                       |    |
|                           |    |                       |    |
|                           |    |                       |    |



