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Estate & Trust (1041) Checklist

These tax forms listed may or may not apply to your tax situation

Basic Info

- ☐ Will or Trust instrument (PDF Preferred)
- ☐ Name and EIN of the estate or trust
- ☐ Name, title and address of the trustee
- ☐ Last year's tax return for deceased (if available)
- ☐ Estimated taxes paid (if applicable)
- ☐ Beneficiary's name, address and SSN/EIN, date of birth, and email
- ☐ Percentage or amounts distributed to beneficiaries

Documents Received

- ☐ Form 1099 - includes misc. Income, interest income, dividend income, and retirement plan distribution
- ☐ Schedule K-1 - partnership, S Corporation and trust income
- ☐ Investment transactions
- ☐ Escrow documents if property was sold
- ☐ 1099-S, if a property was sold

Personal Records

- ☐ Charitable contributions
- ☐ Death certificate
- ☐ Attorney fees paid by trust
- ☐ Fiduciary fees paid by trust
- ☐ If property was sold, any improvements or expenses to prepare for the sale of property