



FIDUCIARY TAX PREPARATION CHECKLIST

Details

- Type of Entity:
 - Simple Trust
 - Complex Trust
 - Decedent's Estate
 - Other: _____
- Name of Entity: _____
- Federal Tax ID #: _____
- State Tax ID # (If Applicable): _____
- Date Entity Est./Date of Death: _____
- Mailing Address of Entity: _____

- Fiscal Year-End: _____

Primary Fiduciary Information

- Primary Fiduciary's Name: _____
- Primary Fiduciary's Phone #: _____
- Primary Fiduciary's Email Address: _____
- Primary Fiduciary's Address: _____

Documents

- Copies of past 2 years trust tax returns (New Clients)
- Original Trust Formation document
- Copy of the SS-4 document

Income Distributions & Notes (Provide Details)

Beneficiary Information

- Name of Beneficiary #1: _____
 - Social Security #: _____
 - Mailing Address: _____

 - Percentage of Interest in Entity: _____ %
- Name of Beneficiary #2: _____
 - Social Security #: _____
 - Mailing Address: _____

 - Percentage of Interest in Entity: _____ %
- Name of Beneficiary #3: _____
 - Social Security #: _____
 - Mailing Address: _____

 - Percentage of Interest in Entity: _____ %
- Name of Beneficiary #4: _____
 - Social Security #: _____
 - Mailing Address: _____

 - Percentage of Interest in Entity: _____ %