Estate | Trust Checklist

Please complete the checklist.
Upload tax documents securely to
[KirschCPA.com Secure File Upload]

Name of the estate or trust:	**EIN of the estate or trust:**	**Cell Phone #:**
Name of the fiduciary:	**Title:**	**Email:**
Address of the fiduciary:	**City, State:**	**Zip:**

☐ I authorize Kirsch CPA Group to text questions to the listed cell phone # above

Please review each line below, mark the ones relevant to your Estate or Trust, and submit the corresponding information.

☐ This is the first year Kirsch is preparing your trust or estate income tax return

- Trust – Provide a copy of the trust agreement
- Estate – Provide a copy of the death certificate and will (if applicable)
- Provide a list of beneficiaries' names, addresses, and social security numbers

☐ Assets were sold in the tax year

- For home sale transactions, provide the closing paperwork. This will include the final settlement statement, and possibly other documents such as a 1099-S and CA 593
- For stock or securities sales, provide the broker statements, Form 1099-B

☐ Income was earned by the assets

- Rental property, provide income and expenses
- Dividends & Capital Gains, provide Form 1099-DIV and/or 1099-B statements
- Interest Income, provide Form 1099-INT

☐ Expenses were incurred during the tax year

- Provide a list of expenses for the trust, such as notary fees, attorney fees, taxes paid, bookkeeping, or other services

☐ Distributions to beneficiaries during the tax year

- Provide a list of total distributions made to each beneficiary

☐ An attorney is assisting with the trust or estate

- Send copies of all attorney letters that provide instructions for the trust or estate tax return