Trust & Estate Checklist

Name of decedent ______________________________

Contact person - name, address ______________________________

Title (i.e. executor, etc.), phone and e-mail ______________________________

- ________ **<u>Copy of last year's personal tax return,</u>** including any business or trust returns.
- ________ Clear copy of death certificate, or original, if available.
- ________ Current mailing address of decedent, including "in care of" information, date of birth, date of death, social security # and relationship. **(If death certificate provided, only mailing info needed).**

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- ________ Copy of trust and/or will, including Letters of Office, if issued.
- ________ Was an EIN (Employer Identification Number) issued? If so, please include a copy of the IRS letter stating the EIN.
- ________ List of financial assets, including home, brokerage statements, IRA, 401(k), bank accounts, and real estate. It is very important to determine the <u>value of all assets</u> as of the date of death, especially the house. Please call if this will take too much time.
- ________ List of income to the trust or estate, including copies of all 1099s. This includes interest, dividends, retirement distributions, stock sales, etc. Income before date of death is reported on final return of decedent, income after death goes to the trust or estate.
- ________ If a house was inherited, was there any personal use of the house after the death? That is, did any relatives live in it afterwards? Was the house rented? If the house was sold, please give us a copy of the HUD closing statement and the fair market value at the date of the decedent's death. Also, please list all expenses in maintaining and repairing the house from the date of death until sold.
- ________ List of expenses related to trust or estate administration, including legal fees and executor/trustee expenses (mileage, postage, cash expenses, etc.)
- ________ Will the executor/trustee be taking compensation for services? Y N Amount ______
- ________ Names, addresses, and social security numbers of beneficiaries, including percentages. Please use separate page, if needed. Also, please list the amount of all distributions already made and any special circumstances or requests.

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