

# TRUSTS AND ESTATES - Tax Preparation Checklist



| <b>Basic Info</b>   | <b>Done</b>              |
|---|--------------------------|
| Will or Trust Instrument  | <input type="checkbox"/> |
| Name, EIN, State ID Numbers   | <input type="checkbox"/> |
| Name, Title and Address of the Fiduciary                            | <input type="checkbox"/> |
| Last Year's Return  | <input type="checkbox"/> |
| Estimated Taxes Paid  | <input type="checkbox"/> |
| Beneficiary's Name, Address and SSN/EIN                             | <input type="checkbox"/> |
| Bank Account Number and Routing Number, if direct depositing refund | <input type="checkbox"/> |

| <b>Business and Financial Records</b> | <b>Done</b>              |
|---------------------------------------|--------------------------|
| Investment Transactions               | <input type="checkbox"/> |
| Business or Employee Expenses         | <input type="checkbox"/> |
| Charitable Contributions              | <input type="checkbox"/> |