

2009 FIDUCIARY – TAX PREPARATION CHECKLIST

General:

Please provide a copy of the legally prepared Trust document, or court filed estate documentation, if not already provided to our office.

If already filed for, our office needs a copy of the IRS approved federal TIN (taxpayer identification number) letter of acceptance.

Please provide a list of the full names, addresses and social security numbers of all of the beneficiaries of the estate or trust.

Please bring your signed engagement letter, as issued by our firm, with you if you have not already returned it to our office.

Provide a copy of your prior year tax return if it was **not** prepared by our firm.

Accounting for the Estate or Trust:

Please submit a copy of the accounting for the estate or trust for the tax period(s) in question. The accounting can be prepared in either a manual or a software assisted format (e.g. Excel or QuickBooks), as long as it is comprehensive, and includes all of the income and expenses of the entity for the relevant time period.

Cash and Other Assets:

Reconcile all bank accounts and provide a year-end bank or investment company statement, as well as a reconciliation report for each account. Also, please provide supporting documentation for any other assets of the entity (e.g. investments, real property, etc.) as of the end of the tax year.

Third Party Reports:

Please provide copies of the year end tax reports (e.g. 1099's, 1098's etc.) for the entity, as prepared and remitted by third party providers (e.g. banks and investment companies).

