

Estate or Trust Things to Bring

Please provide us with anything that applies to your estate or trust listed below.

- Estate or Trust Financial Information - Please provide a full year financial report and Profit & Loss Statement OR provide the information requested in the Income & Expenses section below:
Income & Expenses - *if you need additional worksheets go to www.tfchq.com, stop by or give us a call.*
 - Business Income and Expenses on blue worksheet, if applicable.
 - Rental Income and Expenses on orange worksheet, if applicable.
 - Farm Income and Expenses on green worksheet, if applicable.
 - Interest Paid \$ _____ Fiduciary Fees \$ _____
Attorney Fees \$ _____ Accountant Fees \$ _____
 - Charitable Donations \$ _____
- Estate/Trust Paperwork - If you haven't already done so, please provide copies of all Estate or Trust start-up paperwork including:
 - death certificate,
 - beneficiaries: full names, Social Security Numbers, percentages & addresses,
 - Will,
 - prior year tax return (*if we didn't prepare it*),
 - trust documents,
 - court appointment of trustee documents,
 - distributions: amounts, to whom and for what?
- Bank Accounts - Please provide **year-end** bank statements for all bank accounts. Reconcile all bank accounts before finalizing accounting records.
- Income & Dividends - Current year 1099-INT or 1099-DIVs. Any amount of dividends allocable to Trust vs Beneficiaries.
- Broker's statement (1099B) for stock or other investment SOLD during the year *including cost & date purchased*.
- Loans - Please provide copies of **year-end** loan statements for each loan/note payable. For any new loans entered into, include loan agreement, payee's tax identification number and address as well as interest rate paid.
- Assets - Please provide invoices for any assets (items costing over \$2,500 per) purchased during the year (e.g. automobile contracts, operating lease agreements, etc.).
- Sales Tax - Please provide copies of your Washington State Department of Revenue Excise Tax Returns for the entire tax year, if you were required to file.

You are required to provide people (not corporations) to whom you paid over \$600 for labor or rent with a 1099 by January 31st every year. The penalties for not doing this can be up to \$10,000.

Ask us for help, if needed.

Did you make any payments that would require you to file Forms 1099? Yes No?

If yes, did you or will you file all required Forms 1099? Yes No?

