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A Professional Corporation

FIDUCIARY TAX ORGANIZER
FORM 1041

Enclosed is an organizer provided to you in order to assist in the gathering of information necessary to prepare your fiduciary income tax return(s).

The Internal Revenue Service matches information returns with amounts reported on income tax returns. A negligence penalty may be assessed where dividends, interest and security sales are underreported. Accordingly, all Forms 1099, Schedules K-1 and other information returns reflecting amounts reported to the Internal Revenue Service should be submitted with this organizer.

To continue providing quality services on a timely basis, you are urged to collect your information as soon as possible. If information from “pass-through” entities such as partnerships, trusts, and S corporations is the only data you are missing, please send the data you have assembled and forward the missing information as soon as it is available.

The filing deadline for your Fiduciary Tax Return is April 15th.

In order to meet this filing deadline your completed tax organizer and tax data needs to be received no later than the 2nd week of March. Any information received after that date may require that an extension of time be filed for this return.

If an extension of time to file is required, any tax that may result with this return or from the reporting of items from this return must be paid with that extension. Any taxes not paid by the filing deadline are subject to late payment penalties and interest when those taxes are actually paid.

I look forward to providing services to you.
Should you have any questions regarding any items, please do not hesitate to contact me.

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Section 1 - First Year Clients

Please provide all information in this Section.

Trust / Estate Name _____	Tax Period _____
Address _____	Federal ID # _____
_____	State ID # _____
_____	Contact _____
_____	Phone # _____
Fiduciary Name(s) _____	Federal ID # _____
Address _____	Contact _____

Trustee Name(s) _____	Federal ID # _____
Address _____	Contact _____

YES NO N/A

100) GENERAL INFORMATION

101) Please provide copies of the following:

- | | | |
|--|-------|-------|
| • Will or trust agreement and amendments, if any | _____ | _____ |
| • Tax returns for the prior three years | _____ | _____ |
| • Depreciation schedules | _____ | _____ |
| • Death certificate, if an estate or grantor or beneficiaries are deceased | _____ | _____ |
| • Birth certificates of beneficiaries | _____ | _____ |
| • Marriage certificates of beneficiaries | _____ | _____ |

102) First year returns, provide the following information for all beneficiaries:

Full Name	Address	SSN	DOB	U.S.Person
_____	_____	___ - ___ - _____	___ / ___ / ___	__ yes __ no
_____	_____	___ - ___ - _____	___ / ___ / ___	__ yes __ no
_____	_____	___ - ___ - _____	___ / ___ / ___	__ yes __ no
_____	_____	___ - ___ - _____	___ / ___ / ___	__ yes __ no
_____	_____	___ - ___ - _____	___ / ___ / ___	__ yes __ no
_____	_____	___ - ___ - _____	___ / ___ / ___	__ yes __ no
_____	_____	___ - ___ - _____	___ / ___ / ___	__ yes __ no
_____	_____	___ - ___ - _____	___ / ___ / ___	__ yes __ no

103) List the names and telephone numbers of the partnership's advisors: _____

	Name & Address	Telephone #	Fax #	E-Mail Address
Attorney				
Banker				
Insurance				
Broker				

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Section 2 - All Clients

YES NO N/A

- 104) Our firm uses the QuickBooks and Quicken series of accounting software programs from Intuit.
- If your company uses either of these programs**, provide a copy or a backup of your company's file and omit Section 400 in this organizer requesting Accounting Information. _____
- If your company does not use these programs**, review Section 400 in this organizer requesting Accounting Information and prepare that information. _____
- 105) Provide copies of December reconciliations for all bank accounts, accounts receivable, accounts payable and copies of Forms 941, 940 or 940EZ, State Unemployment, W-2(s) and W-3,1099(s) and 1096, and 5500 that have been filed. _____
- 106) Provide copies of other items highlighted on the Section 500 Year End Accounting Checklist. _____
- 107) Should the address shown on the current year return be different from last year?
> If so, what address should be shown on the return? _____
- _____
- _____
- _____
- 108) How many additional copies of the return do you need? _____ _____
- 109) Do you want any overpayment of taxes applied to next year's estimated taxes? _____
- 110) Is this a final return? _____
- 111) Has the trust/estate been notified of any changes to previous returns by any taxing authority?
> If yes, provide copies of all correspondence. _____
- 112) Have there been any amendments to the fiduciary agreement(s)?
> If yes, provide copies of amendments since the last year. _____
- 113) Has there been a change in beneficiaries since last year?
> If yes, provide the following: _____
- Date(s) of Transfer:
- | | |
|-------------------|-------------------|
| ____/____/____ | ____/____/____ |
| Type of Transfer | Type of Transfer |
| __ a) sale | __ a) sale |
| __ b) gift | __ b) gift |
| __ c) inheritance | __ c) inheritance |
| Name: _____ | Name: _____ |

- 114) Has there been a change in fiduciary(s), trustee(s)? _____
 > If so, provide new name(s): _____
- 115) Regarding the business activity of the trust/estate:
 .1) Was there an acquisition or disposition of a business or business segment during this tax year? _____
 > If yes, attach a copy of the contract or agreement.
 .2) Did the trust/estate engage in any new activities during this tax year? _____
 > If yes, attach a description of the new business.
- 116) Did the trust/estate have loans with beneficiaries and/or other related parties during the tax year? _____
 > If yes, attach a schedule indicating the amount of the loan, date of transaction, interest rate and payments. Also, attach a copy of the note if not previously provided.
- 117) Was there a distribution of property during this tax year? _____
 > If marketable securities were distributed, provide the date of distribution and fair market value at distribution dates(s).
- 118) Did the trust/estate, at any time during the tax year, have an interest in a foreign bank account? _____
- 119) Was the trust/estate the grantor of, or transferor to, a foreign trust during the tax year? _____
- 120) Is this a foreign trust? _____

121) Estimated Tax Payments Made:

	Federal Date Paid	Federal Amount Paid	State Date Paid	State Amount Paid
Prior Year Overpayment applied	_____	_____	_____	_____
1 st Quarter	_____	_____	_____	_____
2 nd Quarter	_____	_____	_____	_____
3 rd Quarter	_____	_____	_____	_____
4 th Quarter	_____	_____	_____	_____

200) INCOME

201) Did the trust receive any gifts? _____
 > If yes, from whom: _____
 how much: _____

202) Were there any sales or exchanges during the year between the trust/estate and a beneficiary? _____
 > If yes, provide a detailed listing.

203) Did the trust/estate receive interest income from the following sources? _____
 > If yes, please indicate:
 ___ U.S. agencies
 ___ U.S. government
 ___ Tax exempt-out of state
 ___ Tax exempt-in state
 ___ Tax exempt-private activity

204) Did the trust/estate own any mutual funds? _____
 > If yes, provide year-end Form 1099(s).

205) Did the trust/estate acquire any "Qualified Small Business Stock?" _____
 > If yes, provide details.

206) Did the trust/estate own any securities that became worthless during the year? _____
 > If yes, provide details.

207) Did the trust/estate sell any stocks, bonds or securities during the year? _____
 > If yes, complete a schedule like the following for all sales of securities, or, provide a copy of the "Realized Gain and Loss - Detail" from the broker.

Description of Securities Sold	Dates Acquired	Cost or Basis Plus Selling Expenses	(Trade Date) Date Sold	Total Sales Price
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

208) During the tax year, did the trust/estate receive income from, or own property in more than one state? _____
 > If yes, provide a schedule.

209) Did the trust/estate have any sales during the year that qualify for the installment method of reporting? _____
 > If yes, provide a copy of the agreement, the principal and interest received, and the beginning of year and end of year contract balances.

210) Did the trust/estate engage in any bartering activity during the year? _____
 > If yes, provide a schedule.

300) DEDUCTIONS

301) Were there any payments to beneficiaries during the year for services or for the use of corpus determined without regard to income? ___ ___

> If yes, provide the details below:

Beneficiary	Description	Amount

302) Did the trust/estate make political contributions during the tax year? ___ ___
 > If yes, provide a schedule.

303) Were there any expenses incurred to influence legislation (lobbying)? ___ ___
 > If yes, provide a schedule.

304) Did the trust/estate make charitable contributions during the tax year? ___ ___
 > If yes, provide a schedule.

NOTE You need to have written acknowledgment from the charity to which individual donations of \$250 or more were made during the year.

305) Did the trust/estate pay any penalties/fines during the tax year? ___ ___
 > If yes, list amount(s) and indicate the reason for the penalty/fine.

Description	Amount
_____	_____
_____	_____

306) Did the trust/estate have any meal or entertainment expenses? ___ ___
 > If yes, provide a schedule.

307) Did the trust/estate pay any social or entertainment club dues? ___ ___
 > If yes, provide a schedule.

308) Provide the following information for all items of interest expense: ___ ___ ___

Payee	Purpose Of Loan	Recourse/ Non-Recourse	Year End Principal Balance	Interest Expense
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

400) ACCOUNTING INFORMATION

401) Provide copy of Balance Sheet (Corpus), Income Statement, and Cash Flow Statement. _____

402) Provide copy of Trial Balance and year-to-date General Ledger. _____

500) YEAR-END ACCOUNTING CHECKLIST

	Refer:	Notes, Comments	Done by, date
PR	Payroll YTD by QTR by Employee	_____	____, _____
	Forms 941 & TWC quarterly tax returns	_____	____, _____
	Forms 940, 940EZ tax returns	_____	____, _____
	Forms W/3 & W/2's	_____	____, _____
AR	Annual Recurring/Reversing Invoices	_____	____, _____
	Reconciliation of AR detail to GL	_____	____, _____
	Year-end aged AR, summary / detail	_____	____, _____
	Customer 1099 Information	_____	____, _____
	Confirmations	_____	____, _____
AP	Annual Recurring/Reversing Invoices	_____	____, _____
	Reconciliation of AP detail to GL	_____	____, _____
	Year-end aged AP, summary / detail	_____	____, _____
	Vendor 1099 Information	_____	____, _____
	Form 1096 and 1099's	_____	____, _____
	Confirmations	_____	____, _____
IC	Reconcile PO's to AP to Receivers	_____	____, _____
	Year-end Inventory, summary / detail	_____	____, _____
	Physical Inventory, I/O consignment	_____	____, _____
	Reconciliation of PI detail to GL	_____	____, _____
	Confirmations	_____	____, _____
JC	WIP Report for all jobs	_____	____, _____
	Reconciliation of WIP detail to GL	_____	____, _____
	YTD Charges and Billings Report	_____	____, _____
	Completed Contract, % Completion	_____	____, _____
OE	Quote and SO status report	_____	____, _____
	Inventory Detail Report	_____	____, _____
	Reconcile Quotes to SO's to AR	_____	____, _____
GL	Financial Statements: BS, IS, CF	_____	____, _____
	Trial Balance, summary / detail	_____	____, _____
	YTD detail GL print out for all GL Accts	_____	____, _____
	Bank Reconciliation(s) – December	_____	____, _____
	Bank Confirmation(s)	_____	____, _____
	YTD asset purchase/disposition	_____	____, _____
	Loan amortization schedule(s)	_____	____, _____
	Lease/rental contracts	_____	____, _____
	Insurance policies	_____	____, _____
	YTD investment purchase/disposition	_____	____, _____
	YTD owner/SH loans and repayments	_____	____, _____

