

2023 Tax Organizer for Estates and Trusts General and Fiduciary Information

General Information

Estate or trust name		EIN	
In care of name		Entity name control	
Street address, city, state, and ZIP			

Yes No

Does the estate or trust file under a calendar year?

If "No," what is the tax year begin date? _____ Tax year end date? _____

Type of entity (select all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Decedent's estate | <input type="checkbox"/> Simple trust | <input type="checkbox"/> Complex trust |
| <input type="checkbox"/> Qualified disability trust | <input type="checkbox"/> Electing small business trust (ESBT) | <input type="checkbox"/> Grantor type trust |
| <input type="checkbox"/> Bankruptcy estate (chapter 7) | <input type="checkbox"/> Bankruptcy estate (chapter 11) | <input type="checkbox"/> Pooled income fund |

If the entity is a decedent's estate, provide the following information.

Decedent's name _____

SSN _____ Date of death _____

How many beneficiaries did the estate or trust have during the tax year? _____

Date entity created _____

- Does the estate or trust's governing instrument require all income to be distributed?
- Is the entity a nonexempt charitable or split-interest trust?
- Did the estate or filing trust make a section 645 election?

If "Yes," provide the trust's EIN. _____

Fiduciary Information

First and last name (if an individual)			
Business name (if a business)			
Fiduciary ID Number		Phone number	
Cell number		Fax number	
Email			

Yes No

Is the fiduciary a financial institution that submitted estimated tax payments for the trust for which it is the trustee?

What is the fiduciary's title?

Trustee Executor Executrix Other _____

Estimates

	Federal		Resident State		Resident City	
	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount
Overpayment applied from 2022	_____	_____	_____	_____	_____	_____
First quarter	_____	_____	_____	_____	_____	_____
Second quarter	_____	_____	_____	_____	_____	_____
Third quarter	_____	_____	_____	_____	_____	_____
Fourth quarter	_____	_____	_____	_____	_____	_____
Additional payments	_____	_____	_____	_____	_____	_____

Account Information for Deposits and Withdrawals

Name of Bank	Bank Routing Number	Bank Account Number	Type of Account		Use This Account for	
			Checking	Savings	Deposits	Withdrawals

Income

Estate or Trust Name:

EIN:

Wages & Salaries

Provide all copies of Form W-2

Employer Name	2023 Amount

Retirement

Provide all copies of Form 1099-R

Payer Name	2023 Amount

Miscellaneous Income

Provide all copies of Form 1099's

Payer Name	2023 Amount

Dividend & Interest Income

Estate or Trust Name:

EIN:

Dividend Income

Provide all copies of Form 1099-DIV and other statements that report dividend income.

Account Number Payer Name	Ordinary Dividends	Tax-Exempt Dividends
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Interest Income

Provide all copies of Form 1099-INT, Form 1099-OID and other statements that report interest income.

Account Number Payer Name	Interest	Tax-Exempt Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If any interest income listed above is from a seller-financed mortgage, provide the payer's ID number and address

Sale of Capital Assets

Estate or Trust Name:

EIN:

Sale of Capital Assets (including assets not reported on Form 1099-B)

Provide all brokerage statements

Description of Property	Date Purchased	Date Sold	Sales Price	Cost or Basis
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Installment Sale Income

Description of property: _____

Date acquired _____	Date sold _____	2023	Prior years
Selling price		_____	_____
Mortgages assumed		_____	_____
Cost of property sold		_____	_____
Depreciation allowed		_____	_____
Commissions and expense of sale		_____	_____
Gross profit percentage		_____	_____
Interest received		_____	_____
Principal payments received		_____	_____

Property was sold to a related party

Beneficiary's and Other Information

Estate or Trust Name: _____

EIN: _____

Beneficiary Information

Foreign beneficiary **Fed %** **State %**

ID Number _____ Distributions if any _____

Name _____

Street address _____

City _____ Phone _____

U.S. only State, ZIP _____

Foreign only Province/ State, Country, Postal code _____

Email _____

Foreign beneficiary **Fed %** **State %**

ID Number _____ Distributions if any _____

Name _____

Street address _____

City _____ Phone _____

U.S. only State, ZIP _____

Foreign only Province/ State, Country, Postal code _____

Email _____

Foreign beneficiary **Fed %** **State %**

ID Number _____ Distributions if any _____

Name _____

Street address _____

City _____ Phone _____

U.S. only State, ZIP _____

Foreign only Province/ State, Country, Postal code _____

Email _____

Foreign beneficiary **Fed %** **State %**

ID Number _____ Distributions if any _____

Name _____

Street address _____

City _____ Phone _____

U.S. only State, ZIP _____

Foreign only Province/ State, Country, Postal code _____

Email _____

Schedule E - Income or Loss from Rental Real Estate & Royalties

Estate or Trust Name: _____

EIN: _____

General Property Information

Grantor

Property description _____

Address, city, state, ZIP _____

Select the property type

Single family residence

Vacation / short-term rental

Land

Self-rental

Multi-family residence

Commercial

Royalties

Other _____

Number of days property was rented _____

Number of days property was used for personal use _____

If the rental is a multi-dwelling unit and you occupied part of the unit, enter the percentage you occupied _____

This property was placed in service during 2023.

Yes

No

This property was disposed of during 2023.

Payments of \$600 or more were paid to an individual, who is not your employee, for services provided for this rental.

This property is your main home or second home.

If "Yes," did you file Forms 1099 for the individuals?

This property was owned as a qualified joint venture.

Income

2023

2023

Rent income _____

Royalties from oil, gas, mineral, copyright or patent _____

Expenses

Rental Unit Expenses

Rental and Homeowner Expenses

Advertising _____

Auto & travel _____

Cleaning & maintenance _____

Commissions _____

Insurance _____

Legal & professional fees _____

Management fees _____

Mortgage interest _____

Other interest _____

Repairs _____

Supplies _____

Taxes _____

Utilities _____

Depletion _____

Other expenses _____

If this Schedule E is for a multi-unit dwelling and you lived in one unit and rented out the other units, use the "Rental and homeowner expenses" column to show expenses that apply to the entire property. Use the "Rental unit expenses" column to show expenses that pertain ONLY to the rental portion of the property.

If the Schedule E is not for a multi-unit property in which you lived in one unit, complete just the "Rental unit expenses" column.

