






What I Need to File

2016 Checklist • 1041 Estates & Trusts

Reminder: 2016 taxes are due March 15, 2017

Completed	 Basic Information
<input type="checkbox"/>	Will or trust instrument
<input type="checkbox"/>	Name and EIN of the estate or trust
<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
Completed	 Documents Received
<input type="checkbox"/>	Form W-2s – wage and tax statements
<input type="checkbox"/>	Form 1099s – includes miscellaneous income, interest income, dividend income, unemployment compensations and retirement plan distribution
<input type="checkbox"/>	Form 1099-Ks – payment card and third party network transactions
<input type="checkbox"/>	Form 2439s – notice to shareholder of undistributed long-term capital gains
<input type="checkbox"/>	Schedule K-1s – partnership, S Corporation and trust income
Completed	 Personal Records
<input type="checkbox"/>	Charitable contributions
<input type="checkbox"/>	Business or employee expenses
<input type="checkbox"/>	Gambling expenses
<input type="checkbox"/>	Investment transactions
Completed	 E-file / Print
<input type="checkbox"/>	Bank information (account and routing number for direct withdrawal)
 Notes	