

**DAVID C. BRYANT** CERTIFIED PUBLIC ACCOUNTANT

**2023 TAX PREPARATION CHECKLIST FOR ESTATE & TRUST RETURNS**

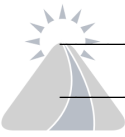
**PLEASE BRING ALL OF THE FOLLOWING WITH YOU:**

**GENERAL INFORMATION**

- \_\_\_\_\_ 1. **EMPLOYER IDENTIFICATION NUMBER ASSIGNATION LETTER**  
*(Includes the name & address. An EIN can be applied for online or by faxing form SS-4 to the IRS.)*
- \_\_\_\_\_ 2. **NAME & TITLE OF FIDUCIARY - LETTERS OF ADMINISTRATION IF AN ESTATE**
- \_\_\_\_\_ 3. **DATE ENTITY CREATED - DATE OF DECEDENT'S DEATH IF AN ESTATE**
- \_\_\_\_\_ 4. **NAME, SOCIAL SECURITY NUMBER, ADDRESS, & DATE OF BIRTH FOR EACH BENEFICIARY**
- \_\_\_\_\_ 5. **DISTRIBUTIONS TO BENEFICIARIES**
- \_\_\_\_\_ 6. **IF TRUST, TYPE OF ENTITY** *(Simple, Complex, or Grantor)*
- \_\_\_\_\_ 7. **IF TRUST, COPY OF TRUST INSTRUMENT INCLUDING ANY AMENDMENTS**
- \_\_\_\_\_ 8. **IF ESTATE, COPY OF DECEDENT'S WILL**
- \_\_\_\_\_ 9. **IF ESTATE, DEATH CERTIFICATE OF DECEDENT**
- \_\_\_\_\_ 10. **IF ESTATE, FINAL ACCOUNTING**

**INCOME**

- \_\_\_\_\_ 1. **INTEREST INCOME - TAXABLE & TAX-EXEMPT**
- \_\_\_\_\_ 2. **DIVIDENDS**
- \_\_\_\_\_ 3. **BUSINESS INCOME**
- \_\_\_\_\_ 4. **SALE OF SECURITIES**
- \_\_\_\_\_ 5. **SALE OF PROPERTY** *(Other than securities.)*
- \_\_\_\_\_ 6. **RENTAL INCOME**
- \_\_\_\_\_ 7. **ANY OTHER INCOME**



**DEDUCTIONS**

- \_\_\_\_\_ 1. **INTEREST EXPENSE**
- \_\_\_\_\_ 2. **REAL ESTATE TAXES**
- \_\_\_\_\_ 3. **FIDUCIARY FEES**
- \_\_\_\_\_ 4. **ATTORNEY, ACCOUNTANT, & RETURN PREPARER FEES** *(Please separate out.)*
- \_\_\_\_\_ 5. **CHARITABLE DEDUCTIONS MADE UNDER THE TERMS OF THE WILL OR TRUST AGREEMENT**
- \_\_\_\_\_ 6. **FOREIGN TAXES**
- \_\_\_\_\_ 7. **ANY OTHER DEDUCTIONS**