

⦿ Basic Information

- Estate or Trust Instrument
- Name and EIN of the Estate or Trust
- Name, Title and Address of the Fiduciary
- Last Year's Tax Return
- Estimated Taxes Paid
- Beneficiary's Name(s), Addresses and SSN/EIN

📁 Tax Documents Received

- Form W-2, Wage and Tax Statements
- Form 1099s - Includes Misc Income, Interest Income, Dividend Income
Unemployment Compensation, and Retirement Plan Distribution
- Form 1099-Ks - Payment Card and Third Party Network Transactions
- Form 2439s - Notice to Shareholder of Undistributed Long Term Cap Gains
- Schedule K-1s - Partnership, S-Corporation and Trust Income

📁 Personal Records

- Charitable Contributions
- Business or Employee Expenses
- Gambling Expenses
- Investment Transactions

● E-File/Refund Distribution

- Bank Information - Account & Routing Number for Direct Deposit/Withdrawal