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2021 FIDUCIARY TAX ORGANIZER

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This tax organizer has been prepared for your use in gathering the information needed for the 2021 Fiduciary tax return.

To save you time, selected information from the 2020 tax return has been entered within this organizer. Please line through any information which does not apply to the 2021 tax return.

In some cases, 2020 amounts have been included in a separate column. These amounts are for comparison purposes only. You do not need to change these prior year amounts.

If we may be of further assistance, please contact us at your convenience.

REMOVE THIS SHEET PRIOR TO RETURNING THE COMPLETED ORGANIZER

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2021 FIDUCIARY TAX ORGANIZER

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I have submitted this information for the sole purpose of preparing the fiduciary tax return. Each item can be substantiated by receipts, canceled checks, or other documents. This information is true, correct, and complete to the best of my knowledge.

Trustee - Executor Signature	Date

E-mail Address	Telephone Number
Preferred Method of Contact	

2021

Basic Information

Estate/Trust Name

Address
City, State, ZIP code
Employer
Identification Number

Trustee/Executor Name

Ordinary Income

Please provide copies of all Form(s) W-2 and 1099 and any nontaxable distribution details.

Name of Payer	Type*	Taxable Amount	Federal Tax Withheld	2020 Amount

*Enter:
"W" for Wages and Salaries
"P" for Pensions and Annuities
"L" for Lump-Sum Distribution
"C" for Copyright or Patent
"O" for any other type of income

2021

Beneficiary's Information

	Yes	No
Did any beneficiaries change?		

If yes, please designate below.

Please indicate if there were any distributions made to a beneficiary below.
Distributions may be required, discretionary, or made under the 65-day rule.
Distributions made on or before March 6, 2022 may be included as a 2021 distribution under the 65-day rule.

Beneficiary's Personal Information

			Distributions	2020 Amount
Name		Required		
Name (continued)		Discretionary		
Address		65-Day		
City, State, ZIP code				
SSN/Tax ID number				

Name		Required		
Name (continued)		Discretionary		
Address		65-Day		
City, State, ZIP code				
SSN/Tax ID number				

Name		Required		
Name (continued)		Discretionary		
Address		65-Day		
City, State, ZIP code				
SSN/Tax ID number				

Name		Required		
Name (continued)		Discretionary		
Address		65-Day		
City, State, ZIP code				
SSN/Tax ID number				

Name		Required		
Name (continued)		Discretionary		
Address		65-Day		
City, State, ZIP code				
SSN/Tax ID number				

2021

Questions (Page 1 of 2)

		Yes	No
1.	Is there a new fiduciary?	☐	☐
2.	Has the trustee or executor changed?	☐	☐
3.	Has the trustee's/executor's address changed?	☐	☐
4.	Did you receive correspondence from the IRS or any state taxing authority? If yes, please provide a copy.	☐	☐
5.	Do you maintain a bank account for the trust?	☐	☐
6.	Have you received any foreign income or paid any foreign taxes?	☐	☐
7.	Is this the initial year for the trust/estate? If yes, please provide a copy of the trust document or decedent's will.	☐	☐
8.	Is this the final year of the trust/estate? If yes, please provide a listing of expenses incurred but unpaid at the end of the year.	☐	☐
9.	Was the estate or trust the grantor or transferor to a foreign trust which existed during the year?	☐	☐
10.	At any time during the tax year, did the estate or trust have an interest in or a signature or other authority over a financial account in a foreign country? If yes, please identify: _____	☐	☐
11.	Did you receive any distributions from foreign trusts? If yes, from whom? _____ Amount _____	☐	☐
12.	Does the estate or trust have an interest in a partnership, S corporation, or another estate/trust? If yes, please provide a copy of the Federal and State Form(s) K-1. Pass-through entities reported on last year's return have been listed on an attached Form 9 for your convenience.	☐	☐
13.	Did you receive any tax refunds from any state taxing authority? If yes, please attach details.	☐	☐
14.	Did the estate or trust receive any income or contribution not reported on this organizer? If yes, please attach details.	☐	☐

Questions (Page 2 of 2)

	Yes	No
15. Has there been a sale, purchase, or exchange of real estate? If yes, please provide a copy of the settlement sheet.	☐	☐
16. Did you purchase any bonds this year? If yes, please provide a copy of the purchase confirmation slip.	☐	☐
17. Did the estate or trust pay any taxes (other than income taxes)? If yes, please provide the amount and details.	☐	☐
18. Did this estate or trust pay any mortgage or investment interest? If yes, please describe the nature and amount.	☐	☐
19. Were any fiduciary fees paid? If yes, please describe the nature and amount.	☐	☐
20. Were any attorney fees paid? If yes, please describe the nature and amount.	☐	☐
21. Have there been any contributions made to a charitable organization? If yes, please provide the name of the charity and amount.	☐	☐
22. Have there been any other disbursements not previously provided? If yes, please describe the nature and amount.	☐	☐
23. May the IRS or other taxing authority discuss the return with the preparer?	☐	☐
24. Did the estate or trust take out a Payroll Protection Program loan?	☐	☐

If yes, enter the date and total amount of the Payroll Protection Program loan(s) disbursed.

Date (Mo/Da/Yr) _____ Amount _____

If yes, did the estate or trust have any eligible expenses that were paid with the Payroll Protection Program loan(s)?	☐	☐
If yes, are these amounts included in the expenses reported for the estate and trust?	☐	☐
If yes, did the estate or trust receive loan forgiveness or is the estate or trust seeking forgiveness?	☐	☐

If no, enter the date loan forgiveness was denied or that the estate or trust decided not to seek forgiveness.

Date (Mo/Da/Yr) _____

If no, enter the amount of the loan for which forgiveness was denied or the amount of the loan for which the estate or trust decided not to seek forgiveness.

Amount _____

Electronic Filing

Electronic Filing:

Electronic filing is the means by which your return is transmitted directly to the IRS. The IRS has implemented an electronic filing mandate requiring certain preparers to file all returns that they prepare electronically. Some states also require certain preparers to electronically file state returns prepared. The IRS and some states allow taxpayers to elect not to file their returns electronically. If you prefer not to electronically file your return, please refer to and sign the opt-out statement below. Because some states have official opt-out forms, additional signatures may be necessary before your return can be filed.

Do not electronically file the federal return . . . . . ☐

Do not electronically file the state return(s) . . . . . ☐

Opt-Out Statement:

_____ has informed me (us) that my (our) 2021 Fiduciary Income Tax return may be required to be electronically filed if the firm files the return on my (our) behalf. I (We) understand that electronic filing may provide a number of benefits to taxpayers, including an acknowledgment that the IRS received the return, a reduced chance of errors in processing, and faster refunds. I (We) do not want to file my (our) return electronically and will personally file the paper return. My (Our) signature(s) below represent(s) my (our) agreement that I (we) was (were) not influenced by my (our) preparer or any other member of the firm to sign this statement.

Fiduciary signature: _____ Date: _____

The IRS requires the use of a 5-digit self-selected Personal Identification Number (PIN) in lieu of mailing a signature document when electronically filing.

	Yes	No
Would you like to use a randomly generated PIN?	☐	☐

If No, please enter a 5-digit self-selected PIN: . . . . . _____

2021

Interest Income

Please provide copies of all Form(s) 1099-INT or other documents relating to interest received.

Name of Payer	Savings & Loans, Bank and Other	U.S. Bonds and Obligations	Tax-Exempt Interest	2020 Amount
Total				

Seller-Financed Mortgage Interest Information:

Name of Individual to Whom Mortgage Interest Was Paid	Identification Number of Individual	2021 Interest Amount	2020 Interest Amount

Address of Individual to Whom Mortgage Interest Was Paid

2021

Dividend Income

Please provide copies of all Form(s) 1099-DIV or other documents relating to dividends received.

Name of Payer	Box 1a Total Ordinary Dividends	Box 1b Qualified Dividends	Box 2a Total Capital Gain Distributions	2020 Amount
Total				

2021

Sale of Stocks, Securities and Other Capital Assets

Please provide copies of all Form(s) 1099-A, 1099-B, 1099-S and any other statements documenting cost basis.

Description or Type of Property	Date Acquired	Date Sold	Sales Price	Cost Basis

2021

Rental/Royalty Income and Expenses

Type of Property: _____

Location of Property: _____

If this property was disposed of, please enter date _____

	Yes	No
Have you prepared or will you prepare all required Forms 1099?		

	2021	2020
Ownership percentage if not 100%	%	%

Income

	2021	2020
Rental Income		
Royalty Income		
Other Income:		

Expenses

	2021	2020
Advertising		
Auto and travel		
Bad debts		
Cleaning and maintenance		
Commissions		
Insurance		
Legal and other professional fees		
Management fees		
Mortgage interest paid to financial institutions (please provide form 1098)		
Other mortgage interest		
Other interest		
Repairs		
Supplies		
Taxes		
Utilities		
Other Expenses:		
Total		

2021

Income from Partnerships, S Corporations, Estates and Trusts

Please provide all Schedule(s) K-1 sent to you by the passthrough entity.

Name of Entity	Tax ID Number

2021

Tax Payments and Refunds

Federal Estimated Tax Payments	Amount Due	Date Paid if Not By Date Due (Mo/Da/Yr)	Amount Paid
2021 1st Quarter Estimate			
2021 2nd Quarter Estimate			
2021 3rd Quarter Estimate			
2021 4th Quarter Estimate			

State Estimated Tax Payments	Amount Due	Date Paid if Not By Date Due (Mo/Da/Yr)	Amount Paid
2021 1st Quarter Estimate			
2021 2nd Quarter Estimate			
2021 3rd Quarter Estimate			
2021 4th Quarter Estimate			
2020 state extension payment			

Tax Refunds	Amount
State and local income tax refunds	

If you have an overpayment of 2021 taxes, do you want the excess:

	Yes	No
Refunded	☐	☐
Applied to your 2022 estimated tax liability	☐	☐