ORGANIZER

AICPA® Tax Section

FIDUCIARY TAX ORGANIZER
(FORM 1041)

Enclosed is an organizer that _______________ provide to _______________ tax clients in order to assist them in gathering the information necessary to prepare their fiduciary income tax returns.

The Internal Revenue Service (IRS) matches amounts reported on information returns with amounts reported on income tax returns. A negligence penalty may be assessed where dividends, interest, security sales, and other reported amounts do not agree to amounts reported to the IRS. Accordingly, information returns reflecting amounts reported to the IRS should be submitted with this organizer. Forms such as:

1099-G	Schedules K-1
1099-INT	(Forms 1065, 1120S, 1041)
1099-DIV	Annual Brokerage Statements
1099-B	1098 — Mortgage Interest
1099-MISC	Any other tax information statements
1099 (any other)	8886 (Reportable transactions)

Also enclosed is an engagement letter which explains the services _______________ will provide to you. Please sign the original of the engagement letter and return it to _______________ in the enclosed envelope. Keep the copy for your records.

To continue providing quality services on a timely basis, _______________ urge you to collect your information as soon as possible. If information from "pass-through" entities such as partnerships, trusts, and S corporations is the only data you are missing, please send the data you have assembled and forward the missing information as soon as it is available.

The filing deadline for your Fiduciary Tax Return is _______________. In order to meet this filing deadline your completed tax organizer needs to be received no later than _______________. Should the information be received after this date, an extension of time may need to be filed for this return.

If an extension of time to file is required, any tax that may be due with this return must be paid with that extension. Any taxes not paid by the original filing deadline are subject to late payment penalties and interest.

_______________ look forward to providing services to you. Should you have any questions regarding any items, please do not hesitate to contact _______________.

FIDUCIARY TAX ORGANIZER
(FORM 1041)

Trust/estate name(s) ____ Federal ID No. ________________________

Address ____

____
City, town or post office County State ZIP code

Email ____

Telephone number Telephone number Fax number

Home _______________________ Office ______________________ Office ________________________

Fiduciary name(s) ____ Federal ID No. ________________________

____ ________________________

	DONE	N/A	COMMENTS OR EXPLANATION
If this is the first year we will prepare the tax return(s), provide the following from your file(s) or your prior accountant:			
• Will or trust agreement and amendments, if any	☐	☐	
• Tax returns for the prior three years	☐	☐	
• Depreciation schedules	☐	☐	
• Passive loss carryover information	☐	☐	
• Net operating loss carryovers	☐	☐	
• Basis computations	☐	☐	
• Capital loss carryovers	☐	☐	
If not previously furnished, provide copies of:			
• Death certificate of decedent, grantor or beneficiaries	☐	☐	
• Birth certificates of beneficiaries	☐	☐	
• Birth certificates of beneficiaries	☐	☐	

FIDUCIARY TAX ORGANIZER
(FORM 1041)

	YES	NO	COMMENTS OR EXPLANATION
▶ 1) Is the fiduciary a U.S. citizen?	☐	☐	
▶ 2) Has there been a change in fiduciary? If yes, provide name, address and federal ID No.	☐	☐	
▶ 3) Has there been a change in beneficiaries? If yes, provide details.	☐	☐	
▶ 4) Is this a foreign trust?	☐	☐	
▶ 5) If a foreign trust, is the grantor or any beneficiary a U.S. person?	☐	☐	
▶ 6) Did the taxpayer receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If yes, provide details.	☐	☐	
▶ 7) Will the address on the current returns be different from that shown on the prior year returns? If yes, provide the new address and date of change.	☐	☐	
▶ 8) Was the taxpayer a resident of, receive income from, or own property in more than one state during the year? If yes, provide a list of activities by state.	☐	☐	
▶ 9) Do you want any overpayment of taxes applied to next year's estimated taxes?	☐	☐	
▶ 10) During this tax year, did you have any securities that became worthless or loans that became uncollectible? Provide details.	☐	☐	
▶ 11) If a trust or an estate is in the final year, do you want any estimated tax payments made by the fiduciary treated as being made by the beneficiaries?	☐	☐	

FIDUCIARY TAX ORGANIZER
(FORM 1041)

	YES	NO	COMMENTS OR EXPLANATION
▶ 12) Did the taxpayer have foreign income, pay any foreign taxes, or file any foreign information reporting, or tax return forms? Provide details.	☐	☐	
▶ 13) Did the taxpayer have any interest in, signature, or other authority over a bank, securities, or other financial account in a foreign country? If yes, please provide details.	☐	☐	
▶ 14) Has the IRS or any state or local taxing authority notified you of changes to a prior year's tax return? If yes, provide copies of all notices/correspondence received from any tax authority.	☐	☐	
▶ 15) Are you aware of any changes to income, deductions and credits reported on prior year's returns? If yes, please provide details.	☐	☐	
▶ 16) Can the IRS discuss questions about this return with the preparer?	☐	☐	
▶ 17) Were any distributions made to beneficiaries during the tax year or within 65 days following year end? If yes, provide details.	☐	☐	
▶ 18) Did the fiduciary receive any gifts on behalf of the estate or trust? If yes, provide details.	☐	☐	
▶ 19) Did the estate or trust receive all or any part of the earnings (salary, wages, and any other compensation) of any individual by reason of a contract assignment or similar arrangement? If yes, provide details.	☐	☐	
▶ 20) Did the estate or trust receive, or pay, any mortgage interest on seller-provided financing? If yes, provide details.	☐	☐	
▶ 21) If a decedent's estate, has the estate been open for more than two years? If yes, provide explanation for the delay in closing the estate.	☐	☐	

FIDUCIARY TAX ORGANIZER
(FORM 1041)

▶ BENEFICIARIES (Attach additional schedule if needed)

FULL NAME	FEDERAL ID OR SOCIAL SECURITY #	ADDRESS	DATE OF BIRTH	U.S. PERSON

If other than a U.S. citizen, provide details.

▶ ESTIMATED TAX PAYMENTS MADE

	FEDERAL		STATE	
PRIOR YEAR OVERPAYMENT APPLIED	DATE PAID	AMOUNT PAID	DATE PAID	AMOUNT PAID
1ST QUARTER				
2ND QUARTER				
3RD QUARTER				
4TH QUARTER				
EXTENSION				

FIDUCIARY TAX ORGANIZER
(FORM 1041)

▶ INTEREST INCOME — Enclose Form 1099-INT and/or statements for all interest income, including tax-exempt interest income. ***If not available, complete the following:***

NAME OF PAYER	BANKS, S&L, ETC.	SELLER FIN. MTG.*	U.S. BONDS, T-BILLS	TAX-EXEMPT	
				IN-STATE	OUT-OF-STATE
EARLY WITHDRAWAL PENALTIES					

* Provide name, SSN/EIN, address.

FIDUCIARY TAX ORGANIZER
(FORM 1041)

▶ DIVIDEND INCOME — Enclose Forms 1099-DIV and/or statements for all dividends, including tax-exempt dividends.
If not available, complete the following:

NAME OF PAYER	ORDINARY DIVIDENDS	QUALIFIED DIVIDENDS	CAPITAL GAIN	NON TAXABLE	FEDERAL TAX WITHHELD	FOREIGN TAX WITHHELD

▶ MISCELLANEOUS INCOME — Enclose related Forms 1099 or other forms/correspondence.

DESCRIPTION	AMOUNT
State and local income tax refund(s)	
Other miscellaneous income (include description):	

FIDUCIARY TAX ORGANIZER
(FORM 1041)

INCOME FROM BUSINESS OR PROFESSION (SCHEDULE C)

Principal trade or business ______________________

Business name ______________________

Business taxpayer identification number ______________________

Business address ______________________

____

Method(s) used to value closing inventory:

____ Cost ____ Lower of cost or market ____ Other (describe) ______________________ N/A ____

Accounting method:

____ Cost ____ Accrual ____ Other (describe) ______________________

INCOME FROM BUSINESS OR PROFESSION (SCHEDULE C)	YES	NO	COMMENTS OR EXPLANATION
▶ 1) Was there any change in determining quantities, costs or valuations between the opening and closing inventory? If yes, attach explanation.	☐	☐	
▶ 2) Were any assets sold during the year? If yes, list assets sold including date acquired, date sold, sales price, expenses of sale, depreciation schedule (if depreciable), and original cost.	☐	☐	
▶ 3) Were any assets purchased during the year? If yes, list assets acquired, including date placed in service and purchase price, including trade-in. Include copies of purchase invoices.	☐	☐	
▶ 4) Was the business still in operation at the end of the year?	☐	☐	
▶ 5) List the states in which business was conducted and provide income and expenses by state.	☐	☐	
▶ 6) Provide copies of certification for members of target groups and associated wages paid that qualify for the Work Opportunity Tax Credit.	☐	☐	
▶ 7) Did the fiduciary materially participate in the operation of the business during the year?	☐	☐	
▶ 8) Was the business registered with the state in which it was doing business?	☐	☐	
▶ 9) Did the business make any payments that would require it to file Form(s) 1099? If yes, did the business file the 1099s?	☐	☐	

FIDUCIARY TAX ORGANIZER
(FORM 1041)

INCOME AND EXPENSES (SCHEDULE C) — Attach a financial statement of the business or complete the following worksheet. Include all Forms 1099 received by the business. **Complete a separate schedule for each business.**

DESCRIPTION	AMOUNT
Part I — INCOME	
Gross receipts or sales	
Returns and allowances	
Other income (List type and amount; add schedule if needed)	
Part II — COST OF GOODS SOLD	
Inventory at beginning of year **(Should agree to prior year's ending inventory)**	
Purchases less cost of items withdrawn for personal use	
Cost of labor	
Materials and supplies	
Other costs (List type and amount; add schedule if needed)	
Inventory at end of year	
Part III — EXPENSES	
Advertising	
Bad debts from sales or services (Accrual Basis Taxpayers only)	
Car and truck expenses (Provide details on separate sheet)	
Commissions and fees	
Depletion	
Depreciation (Provide depreciation schedules)	
a. Health Insurance and other benefits	
b. Retirement contributions	
Insurance (Other than health)	
Interest:	
a. Mortgage (Paid to banks, etc.)	
b. Other	

FIDUCIARY TAX ORGANIZER
(FORM 1041)

INCOME AND EXPENSES (SCHEDULE C) — Attach a financial statement of the business or complete the following worksheet. Include all Forms 1099 received by the business. **Complete a separate schedule for each business.**

DESCRIPTION	AMOUNT
Part III — EXPENSES	
Legal and professional fees	
Office expense	
Rent or lease:	
a. Vehicles, machinery and equipment	
b. Other business property	
Repairs and maintenance	
Supplies	
Taxes and licenses (Enclose copies of payroll tax returns)	
State taxes	
Travel, meals and entertainment:	
a. Travel	
b. Meals and entertainment	
Utilities	
Wages (Enclose copies of forms W3/W2)	
Club dues:	
a. Civic club dues	
b. Social or entertainment club dues	
Other expenses (List type and amount)	

COMMENTS: ______________________________

FIDUCIARY TAX ORGANIZER
(FORM 1041)

CAPITAL GAINS AND LOSSES — Enclose all Forms 1099-B, 1099-S and HUD-1 closing statements. Complete the following schedule OR provide brokerage account statements and transaction slips for sales and purchases.

DESCRIPTION	DATE ACQUIRED	DATE SOLD	SALES PROCEEDS	COST OR BASIS	GAIN (LOSS)

Enter any sales **NOT** reported on Forms 1099-B and 1099-S or HUD-1 closing statements.

DESCRIPTION	DATE ACQUIRED	DATE SOLD	SALES PROCEEDS	COST OR BASIS	GAIN (LOSS)

FIDUCIARY TAX ORGANIZER
(FORM 1041)

RENTAL AND ROYALTY INCOME (SCHEDULE E) — Complete a separate schedule for each property. Include all Forms 1099 associated with rental and royalty activities.	YES	NO	COMMENTS OR EXPLANATION
▶ Description and location of property ______________________			
▶ Did the fiduciary actively participate in the rental activity?	☐	☐	
Residential property?	☐	☐	
Commercial property?	☐	☐	
Personal use?	☐	☐	

If "yes," please complete the information below.

Number of days the property was occupied by you or a related party not paying rent at the fair market value. ______________________

Number of days the property was not occupied. ______________

INCOME:	AMOUNT		AMOUNT
RENTS RECEIVED		ROYALTIES RECEIVED	
EXPENSES:			
MORTGAGE INTEREST		LEGAL AND OTHER PROFESSIONAL FEES	
OTHER INTEREST		CLEANING AND MAINTENANCE	
INSURANCE		COMMISSIONS	
REPAIRS		UTILITIES	
AUTO AND TRAVEL		MANAGEMENT FEES	
ADVERTISING		SUPPLIES	
TAXES		OTHER (ITEMIZE)	

FIDUCIARY TAX ORGANIZER
(FORM 1041)

RENTAL AND ROYALTY INCOME (SCHEDULE E) — Complete a separate schedule for each property. Include all Forms 1099 associated with rental and royalty activities.	DONE	N/A	COMMENTS OR EXPLANATION
▶ If this is the first year I am (we are) preparing your return, please provide depreciation records.	☐	☐	
▶ If this is a new property, provide the settlement statement (HUD-1).	☐	☐	

▶ List below any improvements or assets purchased during the year.

DESCRIPTION	DATE PLACED IN SERVICE	COST

If the property was sold during the year, provide the settlement statement (HUD-1).

FIDUCIARY TAX ORGANIZER
(FORM 1041)

INCOME FROM PARTNERSHIPS, ESTATES, TRUSTS, LLCs OR S CORPORATIONS (SCHEDULE E) — Enclose all Schedules K 1 (both federal and state) forms received to date. **Also list below all K-1 forms not yet received:**

NAME	SOURCE CODE*	FEDERAL ID #

*Source Code: **P** = Partnership **E** = Estate/Trust **F** = Foreign Trust **L** = LLC **S** = S Corporation

FIDUCIARY TAX ORGANIZER
(FORM 1041)

CONTRIBUTIONS

▶ Cash contributions allowed by the will or trust document for which you have receipts, canceled checks, etc.

NOTE: You must have written acknowledgment from any charitable organization to which you made individual donations of $250 or more during the year. If value was received in exchange for contribution, acknowledgement from charity must include an estimate of such value. You must have receipts or bank records for cash contributions.

DONEE	AMOUNT	DONEE	AMOUNT

▶ Other than cash contributions (enclose receipt(s)):

ORGANIZATION NAME AND ADDRESS			
DESCRIPTION OF PROPERTY			
DATE ACQUIRED			
HOW ACQUIRED			
COST OR BASIS			
DATE CONTRIBUTED			
FAIR MARKET VALUE (FMV)			
HOW FMV DETERMINED			

For contributions over $5,000, include copy of appraisal and confirmation from charity.

FIDUCIARY TAX ORGANIZER
(FORM 1041)

INTEREST EXPENSE

▶ Mortgage interest expense (attach Forms 1098).

PAYEE*	PROPERTY**	AMOUNT

*Include address and Social Security number if payee is an individual.
**Describe the property securing the related obligation, i.e., principal residence, motor home, boat, etc.

▶ Unamortized Points, if applicable, please include copy of refinancing statement and length of mortgage.

PAYEE	PURPOSE	AMOUNT

▶ Investment Interest Expense

PAYEE	INVESTMENT PURPOSE	AMOUNT

FIDUCIARY TAX ORGANIZER
(FORM 1041)

DEDUCTIBLE TAXES

DESCRIPTION	AMOUNT
STATE AND LOCAL INCOME TAX PAYMENTS MADE THIS YEAR FOR PRIOR YEAR(S):	
4TH QUARTER ESTIMATED PAYMENT MADE IN JANUARY	
EXTENSION PAYMENT	
BALANCE DUE	
SALES TAX ON MAJOR ITEMS (AUTO, BOAT, HOME IMPROVEMENTS, ETC.)	
REAL ESTATE TAXES	
PERSONAL PROPERTY TAXES	
INTANGIBLE TAX	
OTHER TAXES (ITEMIZE)	
FOREIGN TAX WITHHELD (MAY BE USED AS A CREDIT)	

ORGANIZER

FIDUCIARY TAX ORGANIZER
(FORM 1041)

MISCELLANEOUS DEDUCTIONS

DESCRIPTION	AMOUNT
TAX RETURN PREPARATION FEES	
LEGAL FEES (PROVIDE DETAILS)	
SAFE DEPOSIT BOX RENTAL (IF USED FOR STORAGE OF DOCUMENTS OR ITEMS RELATED TO INCOME-PRODUCING PROPERTY)	
FIDUCIARY FEES	
INVESTMENT FEES	
OTHER MISCELLANEOUS DEDUCTIONS — ITEMIZE	