**Elk Grove:**
9175 Elk Grove Florin Road #5
Elk Grove, CA 95624
Phone: 916-246-2082

**Sacramento:**
2622 El Camino Avenue,
Sacramento, CA 95821
Phone: 916-246-2083

## What I Need to File

# 1041 Estates & Trusts Checklist

**Reminder: 2018 taxes are due March 15, 2019**

| Completed | Basic Information |
|---|---|
| ☐ | Will or trust instrument |
| ☐ | Name and EIN of the estate or trust |
| ☐ | Name, title and address of the fiduciary |
| ☐ | Last year's return |
| ☐ | Estimated taxes paid |
| ☐ | Beneficiary's name, address and SSN/EIN |
| **Completed** | **Documents Received** |
| ☐ | Form W-2s – wage and tax statements |
| ☐ | Form 1099s – includes miscellaneous income, interest income, dividend income, unemployment compensations and retirement plan distribution |
| ☐ | Form 1099-Ks – payment card and third party network transactions |
| ☐ | Form 2439s – notice to shareholder of undistributed long-term capital gains |
| ☐ | Schedule K-1s – partnership, S Corporation and trust income |
| **Completed** | **Personal Records** |
| ☐ | Charitable contributions |
| ☐ | Business or employee expenses |
| ☐ | Gambling expenses |
| ☐ | Investment transactions |
| **Completed** | **E-file / Print** |
| ☐ | Bank information (account and routing number for direct withdrawal) |

## Notes