Prepared By:

Robert Loe & Associates
221 First Avenue West, Suite 400
Seattle, WA 98119-4223

Prepared For:

Business Organizer

From:

To:

Robert Loe & Associates
221 First Avenue West, Suite 400
Seattle, WA 98119-4223

Business Organizer

This information is complete and correct to the best of my knowledge.

Fiduciary signature ______________________________ Date ______________

Robert Loe & Associates
221 First Avenue West, Suite 400
Seattle, WA 98119-4223
206-292-1747

RE:

Dear :

This Business Organizer is designed to help gather the information needed to prepare your fiduciary tax return.

Please answer all applicable questions in the Questionnaire and return it to our office. Provide any additional information, when necessary.

In order to meet the filing deadline for your income tax return, your completed tax organizer needs to be received by our office no later than . Any information received after that date may require an extension of time be filed for your return.

If you would like to discuss the information in your completed Business Organizer or the preparation of your fiduciary income tax return, please call our office for an appointment.

Thank you for the opportunity to serve you.

Sincerely,

Robert Loe & Associates

Questions

Please check the appropriate box and include all necessary details and documentation.

	Yes	No
Documents and Other Information Needed from the Executor / Fiduciary		
If decedent's estate, has the fiduciary provided a copy of the will?	☐	☐
If trust, has the fiduciary provided a copy of trust agreement and amendments, if any?	☐	☐
If the estate or trust will be allocating net income to beneficiaries, have the names, addresses, and tax identification numbers been provided?	☐	☐
If the estate or trust has depreciable assets, have depreciation schedules been provided?	☐	☐
If prepared by another firm, have copies of prior year federal and state returns been provided?	☐	☐
If qualified funeral trust, has funeral contract detail information (name and value) been provided?	☐	☐
If section 664 trust or charitable lead trust, have donor(s) name and address, description and fair market value of asset(s) and date(s) of donation been provided?	☐	☐
Return Information		
Did the estate or trust receive correspondence from a state taxing authority or the Internal Revenue Service regarding a prior year return?	☐	☐
If yes, explain: ______		
Have there been any changes regarding the fiduciary or joint fiduciaries?	☐	☐
If yes, explain: ______		
If decedent's estate, has estate been open more than two years?	☐	☐
If yes, explain delay in closing the estate: ______		
If qualified funeral trust, have there been any contract changes?	☐	☐
If yes, explain: ______		
If a cemetery perpetual care fund, has the number of gravesites or deduction per gravesite changed?	☐	☐
If yes, explain: ______		
Did the estate or trust have any capital loss, net operating loss, or passive loss carryovers?	☐	☐
If yes, provide carryover information ______		
Did the estate or trust make estimated tax payments or have an overpayment applied for this tax year?	☐	☐
If yes, provide estimate information ______		
For section 664 trust or charitable lead trust, were additional assets contributed to the trust this year?	☐	☐
If yes, provide donor(s) name and address, description and fair market value of asset(s), and date(s) of donation: ______		
For section 664 trust, where there any carryovers of undistributed income?	☐	☐
If yes, provide detail for investment and excluded carryover amounts ______		
Did you change any bank accounts that have been used for financial transactions during the tax year?	☐	☐
If yes, provide bank information ______		
Beneficiary Information		
Review Beneficiary tab in the attached Excel Spreadsheet for prior year beneficiary names and addresses		
Are there any new beneficiaries this year?	☐	☐
If yes, provide name, address, and tax identification number: ______		
Have there been any changes to beneficiary names or addresses?	☐	☐
If yes, explain: ______		
Have there been any changes to how income should be allocated to beneficiaries?	☐	☐
If yes explain: ______		
Income Information		
Review Income Sources tab in the attached Excel Spreadsheet for prior year information		
Did the estate or trust acquire or dispose of any stock during the year?	☐	☐

Did the estate or trust purchase rental property during the year? ☐ ☐

Did the estate or trust acquire a new or additional interest in a partnership or S corporation? ☐ ☐

Did the estate or trust sell, exchange, or purchase any real estate during the year? ☐ ☐

Did the estate or trust sell an existing business, rental, or other property this year? ☐ ☐

Did the estate or trust receive any income from property sold prior to this year? ☐ ☐

Did the estate or trust receive any payments from an annuity, pension, or profit sharing plan? ☐ ☐

If yes, were any subject to 10 year averaging? ☐ ☐

Did the estate or trust receive any gambling or lottery winnings? ☐ ☐

Did the estate or trust incur casualty or theft losses during the year? ☐ ☐

If yes, provide a detailed explanation: ____________________

If qualified funeral trust, is there a trustee fee charged per contract? ☐ ☐

If yes, provide dollar value: ____________________

Foreign Activity

Did the estate or trust hold an interest in a foreign entity? ☐ ☐

Did the estate or trust have any foreign income or pay any foreign taxes, directly or indirectly, from investment accounts or pass-through entities? ☐ ☐

Did the estate or trust have an interest in or a signature authority over a financial account (such as bank or brokerage) in a foreign country? ☐ ☐

Did the estate or trust receive a distribution from, or transfer assets to a foreign trust? ☐ ☐