



Estate & Trust Tax Organizer

FORM 1041 FIDUCIARY · TAX YEAR 2026

This organizer will help you gather the information needed to prepare the fiduciary income tax return. Please complete it and bring the following to your tax interview: a copy of the prior-year 1041 return (*first-time clients*); a copy of the will or trust document; and all 1099s, K-1s, and other income statements issued to the estate, trust, or decedent in the year of death.

1 ESTATE / TRUST INFORMATION

Estate / Trust name EIN

Address City State ZIP

Fiduciary contact name Email

Contact phones Office Home Mobile

Contact mailing address (*if different*)

2 FILING INFORMATION *please answer every question*

- 1 Is this tax return for an **estate**? If yes: decedent's date of death decedent's SSN ☐ Yes ☐ No
- 2 Is this tax return for a **trust**? If yes, trust type: ☐ Simple ☐ Complex ☐ Grantor ☐ Other: date ☐ Yes ☐ No
created
- 3 Is this a qualified revocable trust filing an original return that wishes to make a \$645 election to be taxed as part of its related estate during the election period? (*Once made, the election cannot be revoked.*) ☐ Yes ☐ No
- 4 What is the estate / trust state of residence?
- 5 Is there a change in address or fiduciary name? If yes, describe: ☐ Yes ☐ No
- 6 Did the estate or trust receive tax-exempt income? If yes, amount: \$ ☐ Yes ☐ No
- 7 Did the estate or trust receive all or any part of the earnings of any individual? If yes, describe: ☐ Yes ☐ No
- 8 Did the estate or trust receive or pay interest under a seller-financed mortgage? If yes, describe: ☐ Yes ☐ No
- 9 Did the estate or trust receive income from a self-employed small business? (*If yes, also complete the Sole Proprietor organizer.*) ☐ Yes ☐ No
- 10 Did the estate or trust receive income from rental real estate? (*If yes, also complete the Rental Property organizer.*) ☐ Yes ☐ No
- 11 Did the estate or trust receive income from a partnership, S corporation, trust, or estate? (*If yes, provide each K-1.*) ☐ Yes ☐ No
- 12 Did the estate or trust receive income from an installment sale? If yes, describe: ☐ Yes ☐ No
- 13 Did the estate or trust receive income from any state other than Washington? If yes, name the state and describe: ☐ Yes ☐ No
- 14 Did the estate or trust receive income from the sale of stocks or bonds? (*If yes, complete the Property & Investment Sales section.*) ☐ Yes ☐ No
- 15 Did the estate or trust receive interest or dividend income? (*If yes, complete the Interest & Dividends section.*) ☐ Yes ☐ No
- 16 Did the estate or trust sell property? (*If yes, complete the Property & Investment Sales section.*) ☐ Yes ☐ No

3 IMPORTANT INFORMATION FOR ESTATES *for your reference*

This page is for your reference when administering an estate — it helps you gather what we need to prepare the estate's fiduciary return.

How estate income tax works

An estate comes into existence on the date of the decedent's death and ends when all of its assets have been distributed. All income earned by the decedent *before* death is reported on the decedent's final individual Form 1040; all income earned by the estate *after* death is reported on the estate's fiduciary Form 1041. For the year of death it is therefore necessary to file two short-year returns — one for the decedent and one for the estate. Fiduciary 1041 returns continue to be filed each year until the estate is closed and the remaining assets are distributed to beneficiaries, heirs, or charity.

The executor's tax duties

The executor or administrator is responsible for: obtaining an employer identification number (EIN); filing the estate's income tax returns (federal and state), the federal estate-tax return (if required), the state death-tax return (if required), and the decedent's final income tax returns; paying debts owed by the estate (taxes usually must be paid before other debts); and paying all death taxes. It is often necessary to hire an appraiser to value assets such as a business, pension, or real estate, since estate taxes are based on fair market value. After the returns are filed and taxes paid, the IRS will generally send an estate closing letter accepting the return. The executor should keep meticulous bookkeeping records detailing all income and expenditures of the estate. Depending on the will's stipulations, beneficiaries may receive partial distributions before the estate closes. Administration commonly takes two to three years, and during that time the executor pays necessary administration expenses from estate assets.

If the estate sold or disposed of assets

Sales of estate assets — such as a home, rental property, stocks and bonds, or personal property like furniture, jewelry, and vehicles — must be reported on the estate's return. For each sale, maintain: an inventory of the items sold; the fair market value of the items on the date of death; costs of maintaining, repairing, improving, holding, and selling the assets; and the date of sale and sales price.

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BENEFICIARY INFORMATION

BENEFICIARY NAME (FIRST, LAST)	SOCIAL SECURITY NO.	MAILING ADDRESS (STREET, CITY, STATE, ZIP)	SHARE OF INCOME, DEDUCTIONS, ETC.

Enter every beneficiary who received or was entitled to distributions during the year.

5

DISTRIBUTIONS TO BENEFICIARIES

money or property distributed during the year

Income required to be distributed during the year

..... \$

Other amounts paid, credited, or required to be distributed

..... \$

Describe the amount and type of distributions made to beneficiaries

6

PROPERTY & INVESTMENT SALES

stock, home, land, vehicles & other property — attach brokerage statements and closing papers

DESCRIPTION OF PROPERTY SOLD	DATE PURCHASED	PURCHASE PRICE	DATE SOLD	SALES PRICE

7 INTEREST & DIVIDEND INCOME

Attach copies of all interest and dividend statements the estate or trust received. If receiving interest under a seller-financed mortgage, provide the payer's name, address, and SSN.

Interest received

NAME OF BANK OR OTHER PAYER	INTEREST

Dividends received

NAME OF CORPORATION OR OTHER PAYER	DIVIDENDS

Did the estate or trust have ownership or control over a financial account in a foreign country? ☐ Yes ☐ No

If yes — maximum value of the foreign accounts during the year \$

Do you wish to nominee any interest to a secondary account holder? ☐ Yes ☐ No

8 EXPENSES

Fiduciary fees \$

Accounting fees \$

Attorney fees \$

Tax preparation fees \$

Expenses for maintaining property held by the estate \$

Investment interest \$

Investment advisory fees \$

Subscriptions to investment advisory publications \$

Amounts permanently set aside for charitable purposes \$

Qualified residence interest (*paid by the estate*) \$

Mortgage interest (*paid to banks, etc.*) \$

Other interest (*not auto or home-loan interest*) \$

Legal and professional services \$

Office expense \$

Rent or lease (*vehicles, machinery, equipment*) \$

Rent (*office, leasehold, storage*) \$

Repairs and maintenance \$

Safe deposit box \$

Wages (*W-2s must be issued*) \$

Telephone expense \$

Internet service \$

Parking & tolls \$

Other expenses (list)

..... \$

..... \$

I affirm that the information contained in this tax organizer, submitted to Fondahn CPA for preparing tax returns, is true, correct, and complete to the best of my knowledge. I further affirm that I have documentation and receipts to support this information.

SIGNATURE

PRINT NAME

TITLE

DATE