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CHECKLIST OF INITIAL INFORMATION NEEDED UPON ENGAGEMENT FOR **TRUST** INCOME TAX RETURNS

TRUST LEGAL NAME:

TRUST FUNDING DATE:

DATE OF DEATH (if applicable):

FEDERAL TAX I.D.: (copy of IRS notice required)

GENERATION SKIPPING TAX STATUS: EXEMPT NON-EXEMPT

1. Copy of trust document - copy of will.

2. Current asset schedule/list.

3. Copy of prior years' federal (Form 1041) and state (Form MA-2, other) income tax returns, including current year estimated tax forms, if applicable.

4. Copy of last accounting, if applicable.

5. Beneficiary/heirs:
   a. Names.
   b. Addresses.
   c. Social security number.
   d. Federal tax brackets (if planning needed).

6. Trust Activity:
   - Copy of checkbook ledger for applicable years showing expenses & distributions.
   - Investment income/activity.
   - Year-end tax documents (1099-INT, 1099-DIV, etc.).

7. Trustee name, address, social security number.

8. Trust bank account statements including cancelled check for e-pay mandates, if necessary

9. Was trust funded inter-vivos (i.e., during life), or testamentary (i.e., upon death via a will)? If testamentary, is an annual accounting being done to a court?

10. Estate planning attorney (who drafted trust document) name and contact information.

11. Copy of any valuations/appraisals done.

12. Is the Trust intended to be a Special Needs Trust? If yes, which beneficiary is the special needs beneficiary?