

# Estate / Trust Client Intake — Gautam CPAs, PLLC

## SECTION 1 — ESTATE / TRUST INFORMATION

Name of Estate or Trust:

Federal EIN:

Date of Creation / Date of Death:

Fiduciary Name (Executor/Trustee):

Fiduciary Phone:

Fiduciary Email:

Mailing Address:

Type (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Estate        | <input type="checkbox"/> Grantor Trust    |
| <input type="checkbox"/> Simple Trust  | <input type="checkbox"/> Charitable Trust |
| <input type="checkbox"/> Complex Trust | <input type="checkbox"/> Other            |

## SECTION 2 — INCOME ITEMS (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Interest income (1099-INT) | <input type="checkbox"/> Royalty income        |
| <input type="checkbox"/> Dividend income (1099-DIV) | <input type="checkbox"/> IRA distributions     |
| <input type="checkbox"/> Capital gains (1099-B)     | <input type="checkbox"/> Annuities             |
| <input type="checkbox"/> Rental real estate income  | <input type="checkbox"/> Sale of real property |
| <input type="checkbox"/> K-1 income                 | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> Business income            |  |

### SECTION 3 — ASSETS & LIABILITIES

Assets held or received (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Bank accounts                  | <input type="checkbox"/> Business interests |
| <input type="checkbox"/> Brokerage accounts             | <input type="checkbox"/> Tangible property  |
| <input type="checkbox"/> Real estate                    | <input type="checkbox"/> Digital assets     |
| <input type="checkbox"/> Retirement accounts (IRA/401k) | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Life insurance proceeds        |   |

Liabilities / administrative expenses (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Legal fees              | <input type="checkbox"/> Mortgage interest |
| <input type="checkbox"/> Accounting fees         | <input type="checkbox"/> Property taxes    |
| <input type="checkbox"/> Administrative expenses | <input type="checkbox"/> Fiduciary fees    |
| <input type="checkbox"/> Debt/loan payments      | <input type="checkbox"/> Other             |

## SECTION 4 — BENEFICIARY DISTRIBUTIONS

Did the estate or trust make distributions this year?

Yes

No

List up to 5 beneficiaries (Additional Information may be needed)

Name	Amount	SSN/TIN	Required/Discretionary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## SECTION 5 — REQUIRED DOCUMENTS (check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Death certificate                     | <input type="checkbox"/> Prior year 1041 return    |
| <input type="checkbox"/> Letters Testamentary / Administration | <input type="checkbox"/> K-1s received             |
| <input type="checkbox"/> Trust document                        | <input type="checkbox"/> Appraisals                |
| <input type="checkbox"/> Will / Codicils                       | <input type="checkbox"/> Legal/accounting invoices |
| <input type="checkbox"/> Full inventory of assets              | <input type="checkbox"/> Bank statements           |
| <input type="checkbox"/> All 1099 forms                        | <input type="checkbox"/> Distribution records      |
| <input type="checkbox"/> Brokerage statements                  | <input type="checkbox"/> Other documents           |
| <input type="checkbox"/> Real estate closing statements        |  |

## **SECTION 6 — SIGNATURE & PRIVACY**

Signature:

Date:

Your EIN, fiduciary details, and beneficiary SSNs/ITINs are required.

Information is encrypted and securely stored.

We comply with IRS Pub 4557, Circular 230, IRC 7216.

No disclosure without written consent unless required by law.