



## D.T. MOORE & COMPANY

This organizer is designed to assist you in gathering the information required for preparation of fiduciary tax returns. Please complete it in full and provide details and documentation as requested.

The Internal Revenue Service (IRS) matches information returns/forms with amounts reported on tax returns. A negligence penalty may be assessed when income is underreported or when deductions are overstated. Accordingly, all information returns reflecting amounts reported to the IRS are also mailed or delivered to taxpayers in an envelope clearly marked "IMPORTANT TAX DOCUMENTS ENCLOSED" and should be submitted with this organizer. Include the following, if applicable:

- 1099-G (government payments)
- 1099-INT (interest)
- 1099-DIV (dividends)
- 1099-B (brokerage sales)
- 1099-MISC (rents, etc.)
- 1099 (any other)
- Annual brokerage statements
- Schedules K-1 (Forms 1065, 1120S, 1041)
- 1098 (mortgage interest)
- 8886 (reportable transactions)
- Copies of any tax elections or revocations in effect
- Closing Disclosure (real estate sales/purchases)
- Any other tax information statements

Also, enclosed is an engagement letter which explains the services that will be provided to you. Please sign a copy of the engagement letter and return it in the enclosed envelope. Keep the other copy for your records.

The filing deadline for your income tax return is \_\_\_\_\_. Your completed tax organizer needs to be received no later than \_\_\_\_\_. Any information received after that date may require an extension to be filed for this return.

If an extension of time to file is required, any tax that may be due with this return must be paid with that extension. Any taxes not paid by the filing deadline may be subject to late-payment penalties and interest.

We look forward to providing services to you. Should you have questions regarding any items, please do not hesitate to

contact \_\_\_\_\_.

Email \_\_\_\_\_ Phone \_\_\_\_\_

In particular, if you are uncertain of the appropriate response for any of the requested items, please consult the contact above.

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### Certification:

The undersigned certifies, to the best of his or her knowledge, that the information documented in and provided with this organizer is complete and accurate.

Certified by \_\_\_\_\_

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Trust/estate name(s) \_\_\_\_\_ Federal ID no. \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
City, town or post office                      County                      State                      ZIP code

Home/mobile telephone no. \_\_\_\_\_ Fax no. \_\_\_\_\_

Office telephone no. \_\_\_\_\_ Email address \_\_\_\_\_

Fiduciary name(s) and title(s) \_\_\_\_\_ Federal ID no. \_\_\_\_\_  
\_\_\_\_\_

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Done    N/A

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If this is the first year we will prepare the tax return(s), provide the following from your file(s) or your prior accountant:

- Will or trust agreement and amendments, if any
- Tax returns for the prior three years
- Name, Social Security number, and current addresses of beneficiaries
- Depreciation schedules
- Passive loss carryover information
- Net operating loss (NOL) carryovers
- Basis computations
- Capital loss carryovers
- Name, address, and telephone of attorney
- Permission to contact predecessor preparer for this tax return  
If permission is granted, please provide the predecessor's contact information:

\_\_\_\_\_

If not previously furnished, provide copies of:

- Death certification of decedent, grantor, or beneficiaries
- Birth certificates of beneficiaries
- Marriage certificates of beneficiaries

If an estate tax return (Federal Form 706 or state form) has been filed, please provide a copy(ies).

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▶ 1) Is the fiduciary a U.S. citizen? If no, provide further details.  
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▶ 2) Has there been a change in fiduciary? If yes, provide name, address, and federal ID number.  
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▶ 3) Has there been a change in beneficiaries? If yes, provide details.  
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▶ 4) Is this a foreign trust?  
If yes, is the grantor or any beneficiary a U.S. person?  
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▶ 5) Did the taxpayer receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If yes, provide details.  
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▶ 6) Was the taxpayer a resident of, receive income from, or own property in more than one state during the year? If yes, provide a list of activities by state.  
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▶ 7) Do you want any overpayment of taxes applied to next year's estimated taxes?  
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▶ 8) Do you want a refund deposited directly into your bank account? If yes, enclose a voided check.

a. Do you want any balance due directly withdrawn from this same bank account on the due date?

b. Do you want next year's estimated taxes withdrawn from this same bank account on the due dates?  
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▶ 9) During this tax year, did you have any securities that became worthless or loans that became uncollectible? Provide details.  
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▶ 10) Did the taxpayer have foreign income, pay any foreign taxes, or file any foreign information reporting, or tax return forms? Provide details.  
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▶ 11) If required, do you agree to have your return filed electronically?  
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► 12) Did the taxpayer have any interest or signature authority over a bank, securities, or other financial account in a foreign country? If the aggregate value of all of the accounts exceeded U.S. \$10,000 at any time during the year, please complete the following:

Name and address of financial institution	Account type (bank/securities/other)**	Account number	Maximum value during the year*	Currency	Held separately (S) or jointly (J) or signature authority (SA)	Joint owner's name(s), address, and U.S. taxpayer identification number (if any)

\* Please provide the highest value at any time during the year in the foreign currency.

\*\* Treasury guidance presently (Form 114, Report of Foreign Bank and Financial Accounts) defines a foreign financial account as any bank, securities, securities derivatives, or other financial instruments account. These accounts generally encompass any accounts in which the assets are held in a commingled fund and the account owner holds an equity interest in the fund (mutual fund). The term also means any savings, demand, checking, deposit, time deposit, debit card, or credit card maintained with a financial institution or other person engaged in the business of a financial institution. A financial account also includes a commodity futures or options account, an insurance policy with cash surrender value (whole life), and an annuity policy with cash surrender value.

► 13) Does the trust have an interest in specified foreign financial assets valued at more than \$50,000 on the last day of the tax year, or more than \$75,000 at any time during the tax year? If yes, please complete the following schedule (only include assets not previously listed on the above question for FinCEN 114 reporting).

Description of asset	Identifying number	Date asset acquired or disposed of during the year	Maximum value of asset during the tax year	Currency/exchange rate	If asset is stock of a foreign entity, provide name, type and mailing address	If asset is not a stock of a foreign entity, provide name of issuer, type and mailing address

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▶ 14) Has the IRS or any state or local taxing authority notified you of changes to a prior year's tax return? If yes, provide copies of all notices/correspondence received from any tax authority.  
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▶ 15) Are you aware of any changes to income, deductions, and credits reported on prior year's returns? If yes, provide details.  
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▶ 16) Can the IRS discuss questions about this return with the preparer?  
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▶ 17) Were any distributions made to beneficiaries during the tax year or within 65 days following year end? If yes, provide details.  
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▶ 18) Did the estate or trust receive all or any part of the earnings (salary, wages, and any other compensation) of any individual, by reason of a contract assignment or similar arrangement? If yes, provide details.  
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▶ 19) Did the estate or trust receive or pay any mortgage interest on seller-provided financing? If yes, provide details.  
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▶ 20) If this is a decedent's estate, has the estate been open for more than two years? If yes, provide explanation for the delay in closing the estate.  
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► **Estimated tax payments made**

Prior year overpayment applied	Federal		State	
	Date paid	Amount paid	Date paid	Amount paid
1st quarter				
2nd quarter				
3rd quarter				
4th quarter				
Extension				

► **Interest income** – Enclose Form 1099-INT and/or statements for all interest income, including tax-exempt interest income.  
*If not available, complete the following:*

Name of payer	Banks, S&L, etc.	Seller fin. mtg.*	U.S. bonds, T-bills	Tax-exempt	
				In-state	Out-of-state

\* Provide name, SSN/EIN, and address.



**Income from business or profession (Schedule C)**

Principal trade or business \_\_\_\_\_

Business name \_\_\_\_\_

Business taxpayer identification number \_\_\_\_\_

Business address \_\_\_\_\_  
\_\_\_\_\_

Method(s) used to value closing inventory:

Cost      Lower of cost or market      Other (describe) \_\_\_\_\_      N/A

Accounting method:

Cash      Accrual      Other (describe) \_\_\_\_\_

Yes/  
Done      No/  
N/A

▶ 1) Was there any change in determining quantities, costs, or valuations, between the opening and closing inventory? If yes, attach an explanation.

▶ 2) Were any business assets sold during the year? If yes, list assets sold, including date acquired, date sold, sales price, expenses of sale, depreciation schedule (if depreciable), and original cost.

▶ 3) Were any business assets purchased during the year? If yes, list assets acquired, including date placed in service and purchase price, including trade-in. Include copies of purchase invoices.

▶ 4) Was the business still in operation at the end of the year?

▶ 5) List the states in which the business was conducted and provide income and expenses by state.

▶ 6) Provide copies of certification for members of target groups and associated wages paid that qualify for the Work Opportunity Tax Credit.

▶ 7) Did the fiduciary materially participate in the operation of the business during the year?

▶ 8) Was the business registered with the state in which it was doing business?

▶ 9) Did the business make any payments that would require it to file Form(s) 1099?  
If yes, did the business file Form(s) 1099?



**Income and expenses (Schedule C)** – Attach a financial statement of the business or complete the following worksheet. Include all Forms 1099 received by the business. **Complete a separate schedule for each business.**

Description	Amount
<b>Part I – Income</b>	
Gross receipts or sales	
Returns and allowances	
Other income (List type and amount; add schedule if needed.)	
<b>Part II – Cost of goods sold</b>	
Inventory at beginning of year (Should agree to prior year's ending inventory)	
Purchases less cost of items withdrawn for personal use	
Cost of labor	
Materials and supplies	
Other costs (List type and amount; add schedule if needed.)	
Inventory at end of year	
<b>Part III – Expenses</b>	
Advertising	
Bad debts from sales or services (accrual basis taxpayers only)	
Car and truck expenses (Provide details on separate sheet)	
Commissions and fees	
Depletion	
Depreciation (Provide depreciation schedules)	
Employee	
a. Health insurance and other benefits	
b. Retirement contributions	
Insurance (Other than health)	
Interest:	
a. Mortgage (Paid to banks, etc.)	
b. Other	

Description	Amount
Legal and professional fees	
Office expense	
Rent or lease:	
a. Vehicles, machinery, and equipment	
b. Other business property	
Repairs and maintenance	
Supplies	
Taxes and licenses (Enclose copies of payroll tax returns)	
State taxes	
Travel, meals, and entertainment:	
a. Travel	
b. Meals and entertainment	
Utilities	
Wages (Enclose copies of forms W-3/W-2)	
Club dues:	
a. Civic club dues	
b. Social or entertainment club dues	
Other expenses (List type and amount)	

**Capital gains and losses** — Enclose all Forms 1099-B, 1099-S, and Closing Disclosure(s). If not available, complete the following schedule OR provide brokerage account statements and transaction slips for sales and purchases and provide any missing tax basis.

Description	Date acquired	Date sold	Sales proceeds	Cost or basis	Gain (loss)

Enter any sales **NOT** reported on Forms 1099-B and 1099-S or Closing Disclosure statements.

Description	Date acquired	Date sold	Sales proceeds	Cost or basis	Gain (loss)

**Rental and royalty income (Schedule E)** – Complete a separate schedule for each property.

Yes/ No/  
Done N/A

Include all Forms 1099 associated with rental and royalty activities

► Description and location of property \_\_\_\_\_

Residential property

Commercial property

► Did the fiduciary actively participate in the rental activity?

► Was there personal use of the rental property?.

If yes, complete the information below.

Number of days the property was occupied by you, or a related party not paying rent, at the fair market value. \_\_\_\_\_

Number of days the property was not occupied. \_\_\_\_\_

Income:	Amount		Amount
Rents received		Royalties received	
Expenses:			
Mortgage interest		Legal and other professional fees	
Other interest		Cleaning and maintenance	
Insurance		Commissions	
Repairs		Utilities	
Auto and travel		Management fees	
Advertising		Supplies	
Taxes		Other (itemize)	



**Contributions**

► Cash contributions allowed by the will or trust document for which you have receipts, canceled checks, etc.

NOTE: You must have written acknowledgment from any charitable organization to which you made individual donations of \$250 or more during the year. If value was received in exchange for a contribution, acknowledgement from the charity must include an estimate of such value. You must have receipts or bank records for cash contributions.

Donee	Amount	Donee	Amount

► Other than cash contributions (enclose receipts):

Organization name and address			
Description of property			
Date acquired			
How acquired			
Cost or basis			
Date contributed			
Fair market value (FMV)			
How FMV determined			

*For contributions over \$5,000, include a copy of the appraisal and confirmation from charity. Enclose a signed Form 8283 for noncash contributions, if applicable.*

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Interest expense

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► Mortgage interest expense (attach Forms 1098).

Payee*	Property**	Amount

\* Include address and Social Security number if payee is an individual.

\*\* Describe the property securing the related obligation, i.e., principal residence, motor home, boat, etc.

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► Unamortized points. Include a copy of the refinancing statement and length of mortgage.

Payee	Purpose	Amount

► Investment interest expense

Payee	Investment purpose	Amount

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Deductible taxes

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Description	Amount
State and local income tax payments made this year for prior year(s):	
4 <sup>th</sup> quarter 2016 paid in January 2017	
Extension payment	
<b>Balance due</b>	
Real estate taxes	
Personal property taxes	
Intangible tax	
Other taxes	
Foreign tax withheld (may be used as a credit)	

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Miscellaneous deductions

Description	Amount
Tax return preparation fees	
Legal fees (provide details)	
Safe deposit box rental (if used for storage of documents or items related to income-producing property)	
Fiduciary fees	
Investment fees	
Other miscellaneous deductions – itemize	

Comments/explanations

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