

Estates and Trusts Organizer

Documents Needed:

- 1 _____ Copy of trust document.
- 2 _____ Did the trust obtain a federal ID number? What is the number? _____
- 3 _____ Copy of the SS-4 assignment letter to get proper naming of the trust (abbreviations, etc.)
- 4 _____ Record of income and disbursements for the trust.
- 5 _____ Forms W-9 with names, addresses and tax ID numbers for trustee(s) and beneficiaries and their respective shares:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
- 6 _____ All 1099 Forms for the tax year received by the trust or to be reported by the trust.
- 7 _____ List of all assets and their value that is put in the trust or to be put in the trust.