Items Needed To Prepare a Trust Tax Return

The following is a list of the common items we will need in order to complete your personal tax return. If you have any questions please give our office a call. (Please bring this list to your office with your financial records.)

SPECIAL ITEMS NEEDED:

____ 1) Copy of prior two years Tax Return (only if new client).
____ 2) Any IRS or State notices you have received in the last 12 months.

INCOME ITEMS:

____1) All wage items - this includes however not limited to: W-2's, 1099-Misc, Commission & Fee's, Jury Duty, Barter Income, Unemployment Compensation, Social Security & RR Benefits, Scholarships/Fellowships.
____ 2) All Investment Income items - this includes however not limited to: Interest Income, Dividend Income, Pension/Profit Sharing & IRA Distributions, Stock Transactions, Partnership & S-Corp Income (K-1), Tax Exempt Interest,
____ 3) Other income items – this includes however not limited to: Roth IRA Conversions, Alimony Received, Prizes & Awards, Sale of Home, Sale of Other Assets, Death Benefits from a Deceased Relative.

OTHER ITEMS:

____ 1) Copies of Trust Documents
____ 2) Trust Expenses

BUSINESS INCOME ITEMS:

____ 1) Gross Sales Per Client Records
____ 2) Copies of all 1099's that have been received
____ 3) Any Miscellaneous Income

EXPENSES:

____ 1) Commissions and Fees paid to someone
____ 2) Business Insurance
____ 3) Mortgage Interest
____ 4) Other Interest
____ 5) Legal & Professional Fees
____ 6) Pension & Profit Sharing Plans
____ 7) Rent or Lease on Building
____ 8) Utilities - General
____ 9) Other Expenses as it relates to the business

BUSINESS ASSETS

OTHER QUESTIONS:

IF YOU HAVE ANY QUESITONS PLEASE FEEL FREE TO CONTACT OUR OFFICE
Albion 402-395-8789; Columbus 402-564-5827; Grand Island 308-382-6755; Lincoln 402-466-1969; Omaha 402-558-6922; and Wayne 402-375-4718.