DAWN M JAKE CPA PLLC • 420 CLINE AVE PORT ORCHARD, WA 98366 • P:360.329.7090 • F:360.329.7087

ESTATE/TRUST TAX PREPARATION DOCUMENT LIST

- A COMPLETED "NEW ESTATE/TRUST CLIENT" FORM
- COPY OF LAST YEAR'S 1040 TAX RETURN (IF NOT PREPARED BY OUR OFFICE)
- COPY OF THE LAST 1041 ESTATE/TRUST RETURN (IF FILED)
- COPY OF THE DEATH CERTIFICATE
- COPY OF THE WILL
- COPY OF THE COMMUNITY PROPERTY AGREEMENT
- COPY OF THE TRUST DOCUMENT (IF A TESTAMENTARY TRUST, THE WILL MAY BE THE TRUST DOCUMENT)
- COPY OF THE LETTERS TESTAMENTARY (THE COURT APPOINTMENT OF THE EXECUTOR OR PERSONAL REPRESENTATIVE FOR THE ESTATE)
- ALL PAGES OF THE SS4 FROM THE IRS, PROVIDING THE FEDERAL TAX ID NUMBER
- LIST OF ASSETS HELD OUTSIDE THE STATE OF WA
- COPY OF THE INVENTORY LIST FOR ESTATE/TRUST
- LIST OF LIFE INSURANCE OWNED (IF NOT INCLUDED IN INVENTORY LIST)
- LIST OF EXPENSES/DISTRIBUTIONS TO BE PAID AT CLOSING FOR FINAL YEAR OF THE ESTATE/TRUST
- COPY OF THE ACCOUNTING FOR ESTATE/TRUST FOR THE CURRENT FISCAL YEAR. (IF THIS HAS NOT BEEN PREPARED, WE NEED A COPY OF THE CHECK REGISTER AS WELL AS ALL BANK AND BROKERAGE STATEMENTS FOR THE CURRENT FISCAL YEAR)
- LIST OF ALL BENEFICIARIES, **INCLUDING**:
  1. SOCIAL SECURITY NUMBER
  2. CURRENT ADDRESS
  3. AMOUNTS OF ANY SPECIFIC BEQUESTS AND/OR PERCENTAGE OF RESIDUE
- COPY OF DECLARATION OF COMPLETION OR OTHER COURT CLOSING DOCUMENTS