Estate/Inheritance Tax Return Checklist

- ☐ Copy of Death Certificate
- ☐ Copy of Last Will and Testament

Name, Address & Contact Numbers for:

- ☐ Executor of Will
- ☐ Beneficiaries

Assets and Value (as of date of death)

- ☐ Banking Information
  - Savings Accounts
  - Checking Accounts
  - Stocks/Bonds
  - US Treasury Securities
- ☐ Investments
- ☐ Insurance Policies
- ☐ House (Deed)
- ☐ Car, etc.

Debts & Deductions (as of date of death; requires receipts)

- ☐ Funeral expenses
  - Newspaper notices
  - Postage
  - Luncheon
  - Priest, minister or Rabbi expenses
  - Administration & Commission expenses
- ☐ Attorney/Probate fees
- ☐ Accountant Fees
  - Tax return(s) preparer fees
- ☐ Loans (mortgage, car note, personal loans etc.)
- ☐ Medical Bills
- ☐ Appraisal fees

Utilities (as of date of death)

- ☐ Electric bills
- ☐ Gas/Fuel bills
- ☐ Telephone bills
- ☐ Water & Sewer bills
- ☐ Real Estate taxes

Estate/Inheritance Tax Return Organizer

Decedent Name: ______________________________ Social Security# _____-____-______

Date of Birth ______/______/______ Date of Death _____/_____/______

Address: ______________________________

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Executor: ______________________________

Address: ______________________________ Phone: (____)______________

______________________________ Fax: (_____)______________

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E-mail: ______________________________

Provide the following item to the firm for the completion of the inheritance tax return. Following the review of your information we will advise if an Estate return needs to be completed.

	Done	N/A
1. Copy of last year's tax return		
2. Provide a copy of the will		
3. Provide a copy of real estate tax bull which reflects the market value		
4. Provide a copy of the mortgage and any note payables		
5. Provide fair market value for assets (car, furniture, etc.)		
6. Provide bank statements for all accounts		
7. Provide a copy of investment portfolios		
8. Provide a list of funeral expenses and administrative costs		
9. Provide the name, address, relationship and share of estate of each beneficiary		
10. Provide a list of all outstanding bills for decedent		
11. Provide a list of all life insurance policies and pension determinations		