ESTATE TAX RETURN ORGANIZER
FORM 706
For decedents dying after December 31, 2009 and before January 1, 2011

ALERT – TRUIRJC 2010 provided an option for the personal representative of a decedent who died during calendar year 2010 to file a Form 706 (United States Estate Tax Return), or Form 8939 (Allocation of Increase in Basis for Property Received from a Decedent). Therefore, please check with your CPA prior to completion of this organizer, as not all sections may be applicable, or additional information may be needed.

Decedent's Full Name ______________________________

Decedent's Social Security Number ______________________________

Date of Birth ______________________________

Date of Death ______________________________

Decedent's legal residence at date of death (city, county, state and zip code or foreign country)

____

Did decedent ever reside in a community property state? ______________________________

Date Domicile Established ______________________________

Citizenship:

Decedent ______________________________

Spouse ______________________________

Personal Representative's (s') Name ______________________________

Address ______________________________

Social Security/Federal ID Number ______________________________

Phone ______________________________

Fax ______________________________

E-mail Address ______________________________

Attorney's Name, Address and Telephone Number ______________________________

Broker's Name, Address and Telephone Number ______________________________

Insurance Agent's Name, Address and Telephone Number ______________________________

Name and location of court(s) where will was probated or estate administered

____

Case Number ______________________________

ESTATE TAX RETURN ORGANIZER (706)

DONE N/A

This organizer is designed to assist you, the personal representative, in gathering the information required for preparation of the appropriate estate and inheritance tax returns. Please complete the organizer and provide detail and documentation as requested. Should you have questions regarding any items, please call.

DONE N/A

100) GENERAL INFORMATION

101) Provide a certified copy of:

- will and any codicil ________ ________
- death certificate ________ ________
- letters testamentary or letters of administration ________ ________

102) Provide a copy of any trust of which the decedent was a grantor, trustee, beneficiary, or in which decedent held any interest or power, and obtain Forms 1041 for the past 3 years filed on behalf of the trust. ________ ________

103) Provide beneficiary information below (Note if non-USA citizen):

FULL NAME	ADDRESS CITY/STATE/ZIP	RELATIONSHIP TO DECEDENT	SOCIAL SECURITY #	BIRTH DATE

104) If the decedent or spouse has ever filed any federal gift tax returns, provide copies. (Disregard this request if the returns were previously provided.) ________ ________

105) If the decedent made any gifts valued in the aggregate at more than $13,000 to any one person during the calendar year of his/her death, complete gift tax return organizer. ________ ________

106) Provide:

- list of the decedent's assets including all property individually owned or co-owned by the decedent and one or more individuals. (Note if any assets were bequeathed to a specific beneficiary.) ________ ________

DONE N/A

- copy of any personal property insurance floater that lists specific items of property. ________ ________
- Adjusted basis and acquisition date of each asset, if electing to file Form 8939. ________ ________

107) If the decedent had access to a safety deposit box, provide the following:

- location ________ ________
- joint depository, if any, and relationship to the decedent. ________ ________
- detailed list of contents. ________ ________

108) If the decedent's spouse predeceased the decedent, provide a copy of the spouse's Form 706, state inheritance tax return(s) and any Form(s) 1041 filed on behalf of that estate. ________ ________

109) If the decedent was divorced, provide a copy of any divorce decree and/or property settlement and any modifications. Date of divorce: _______________ ________ ________

110) Please provide a copy of a pre-nuptial agreement, post-nuptial or separate/community property agreement, if applicable. ________ ________

111) Copies of employment agreements, deferred compensation and any contracts where all of decedent's obligations completed and not all benefits received. ________ ________

112) Provide a copy of federal and state income tax returns for the prior three years. (Disregard this request if the returns were prepared by this firm, or previously provided.) ________ ________

113) Provide federal tax identification number for any partnerships, closely-held corporations, LLCs sold by decedent during his/her lifetime. ________ ________

114) Sign and return attached power of attorney. ________ ________

115) If the decedent was involved in any litigation, please provide details. ________ ________

116) Provide a copy of any powers of attorney on the decedent at time of death ________ ________

200) REAL ESTATE

201) Provide copies of all deeds. ________ ________

202) Provide copies of the most recent appraisal of real estate owned by the decedent. ________ ________

203) If appraisals have not been prepared, provide a schedule of all real estate owned or under contract to purchase with the following information:

- legal description and or street address, if applicable ________ ________

			DONE	N/A
		• assessed value for property tax purposes (copy of latest tax assessment notice)	________	________
	204)	Include description of real estate (and length of ownership) subject to a qualified conservation easement.	________	________
	205)	Provide lease documents for real estate owned subject to a lease.	________	________
300)	STOCKS, BONDS, AND MUTUAL FUNDS			
	301)	Provide copies of all brokerage and mutual fund statements for the current year prior to the date of death and each statement since the date of death.	________	________
	302)	Provide a list and copies of all stock and bond certificates held by the decedent, which were not listed on the brokerage statements. Also, provide a list of any subject to transfer on death designation.	________	________
	303)	If the decedent owned stock in a closely held corporation, provide copies of:		
		• stock certificates	________	________
		• buy-sell agreements	________	________
		• tax returns and/or financial statements for the prior five years List of any recent sales of stock by decedent or other shareholders	________	________
		• appraisal of stock	________	________
		• list of other stockholders and shares held	________	________
	304)	Provide documentation of worthless securities.	________	________
	305)	List of U.S. Savings Bonds with face amount and month and year of purchase, and list any subject to a pay on death provision.	________	________
400)	MORTGAGES, NOTES AND CASH			
	401)	Provide copies of the following statements for all accounts for the period beginning two months prior to death through the present:		
		• checking accounts	________	________
		• savings accounts	________	________
		• certificates of deposits	________	________
		• money market accounts	________	________
		• brokerage accounts with cash investments	________	________
	402)	Provide a copy of the current check registers for the above accounts, and list any outstanding checks.	________	________

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		DONE	N/A
403)	Provide the amount of cash (currency), travelers' checks and undeposited checks held by the decedent at death. $__________	________	________
404)	Provide copies of all notes and mortgages owed to the decedent, including amortization schedules if available.	________	________
500)	**LIFE INSURANCE**		
501)	Provide a list of life insurance policies indicating:		
	• Insured	________	________
	• Amount	________	________
	• Ownership	________	________
	• Beneficiaries – primary and conditional	________	________
	• Company	________	________
	• policy number	________	________
502)	Provide Form(s) 712 issued by the life insurance companies. (Form 712 is required for every policy.) (Verify with insurance company owner and beneficiary prior to requesting Form(s) 712.)	________	________
503)	If the decedent was not the owner of the policy, provide date and circumstances of acquisition by the owner.	________	________
504)	If subject to a split-dollar arrangement, please provide agreement and any separate assignments or endorsements.	________	________
600)	**JOINTLY OWNED PROPERTY**		
601)	For all assets owned jointly by the decedent and others (other than the spouse) (Joint With Right of Survivorship), indicate the date and amount contributed by each.	________	________
602)	Provide name(s) and address(es) of co-owners other than spouse.	________	________
603)	Provide documentation of assets owned jointly to include bank statements, brokerage statements, deeds, vehicle titles, etc.	________	________
700)	**MISCELLANEOUS PROPERTY**		
701)	Provide copies of any available appraisals of:		
	• Art	________	________
	• Antiques	________	________

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		DONE	N/A
	• Jewelry	________	________
	• other collectibles	________	________
	• other property	________	________
702)	If the decedent had an interest in a partnership, and/or other unincorporated business, provide a copy of the following:		
	• partnership or other ownership agreement	________	________
	• tax returns and/or financial statements for the prior five years	________	________
	• buy-sell agreements	________	________
	• appraisal	________	________
703)	Provide a list of any refunds or reimbursements received or receivable by the estate. (Note: many insurance policies provide for refunds of premiums at death.)	________	________
704)	Provide a list of household furnishings and personal assets owned by the decedent and the value of each. Separately list any one item valued at more than $3,000 or a collection of similar items valued at more than $10,000.	________	________
705)	Provide a list of vehicles owned by the decedent with make, model, year, odometer reading, VIN, general condition and Blue Book values at the date of death, and copies of certificates of title, if available.	________	________
706)	Provide Form(s) 712 for all life insurance policies owned by the decedent on the life of another.	________	________
707)	Provide a description and fair market value of all other assets not noted above.	________	________

800) ANNUITIES AND RETIREMENT BENEFITS

		DONE	N/A
801)	Provide copies of the brokerage, mutual funds, bank or plan participant statements for all IRAs, 401(k)s and other retirement plans.	________	________
802)	Provide copies of commercial annuity contracts and last statement indicating balance of account.	________	________
803)	Provide a copy of all beneficiary designations. Verify payor has correct beneficiary.	________	________

900) ADMINISTRATION EXPENSES

		DONE	N/A
901)	Provide a copy of the funeral-related expenses including the following:		
	• funeral arrangements (include a copy of funeral services agreement)	________	________

	DONE	N/A
• Markers	________	________
• reception costs	________	________
• Flowers	________	________
• thank you notes and postage	________	________
• Obituary	________	________
• clergy or rabbi honoraria	________	________
• other	________	________
902) Provide a schedule of other administration expenses which were not paid through the estate checking account or have yet to be paid. The schedule should include the following:		
• legal fees	________	________
• accounting fees	________	________
• commissions paid	________	________
• maintenance of estate property	________	________
• appraisal fees	________	________
• personal representative fees, and out of pocket expenses (travel, postage, telephone etc.)	________	________
• court costs	________	________
• other expenses (please provide detail)	________	________
1000) DEBTS, MORTGAGES, AND LIENS OF DECEDENT		
1001) Provide copies of all notes, mortgages, etc., owed by the decedent and a schedule of balances at date of death.	________	________
1002) Schedule all other debts owed by the decedent including:		
• to whom owed	________	________
• amount of debt	________	________
• interest rate	________	________
• due date	________	________
• payment amounts	________	________

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		DONE	N/A
1100)	LOSSES DURING ADMINISTRATION		
1101)	Schedule any losses, including casualty losses, incurred during the administration of the estate.	________	________
1200)	CHARITABLE BEQUESTS		
1201)	Attach a schedule of charities listed in the will or trust including name, address and character of organization.	________	________
1300)	CREDIT FOR PRIOR TRANSFERS		
1301)	If the decedent received property during the ten years prior to date of death from the estates of others, provide copies of the prior decedents' estate tax returns and will.	________	________