

To maintain our commitment to provide exceptional tax planning and preparation services that meet our high standards of quality, it is of utmost importance to submit your tax information to us by the deadlines noted below. At a minimum, your tax information consists of your signed engagement letter, a completed organizer, **and** the majority of your 2024 tax forms.

Deadlines during tax season for the April 15th due date

We expect to extend the majority of our client's tax returns this year. Meeting the following deadlines does not guarantee that your tax return(s) will be completed by the due date of April 15th, but it will give us enough time to provide an accurate estimate by the April 15th deadline.

Wednesday, February 26, 2025 - new clients and/or any clients that require bookkeeping or QuickBooks services in support of their tax return.

Wednesday, March 12, 2025 - all other clients.

Thursday, April 3, 2025 - absolute last day to contact us to get an extension filed by us with a very quick, best guess estimate for your extension and balance due with the extension. If we have not heard from you by this date, we will assume you are filing your own extension.

Deadlines after tax season for the September 30th due date

If you are unable to meet the following deadlines, we cannot guarantee that your tax return will be done timely, and you may be subject to late filing penalties imposed by the IRS.

Wednesday, July 16, 2025 - new clients and/or any clients that require bookkeeping or QuickBooks services in support of their tax return.

Wednesday, September 3, 2025 - all other clients.

OTHER INFORMATION AND DEADLINES

Deadlines for signed tax forms that are e-filed: By noon on the day of the due date.

Deadlines for payments and/or tax forms that need to be mailed: By noon the day before the due date.

We will not be pre-scheduling appointments for your 2024 tax return. You can either drop off, mail-in or upload your tax information to your secure portal. If you need an appointment, you can call our office at 907-456-2222 to schedule an in-person or virtual appointment. If dropping off between 8 am - 9 am, please call us and we will come downstairs to get it from you.

If you upload information to your portal, please email admin@wkscpa.com after you have uploaded **all of your tax documents**. If you have any problems uploading or accessing your portal, call 907-456-2222 and Caitlynn or Malia can help.

Filling out the organizer questionnaire is the best way to ensure a complete and accurate return. When filling out the organizer, **please do not use pencil, highlighter, or neon stickies** as these do not scan well. Also, there is no need to staple documents to the organizer or staple any documents together.

We appreciate your business and the confidence you have placed in us.

1041 Tax Questionnaire for for the year ended

This organizer will help you collect the information we need to prepare your federal and state income tax returns (if any). You may return it by uploading it to your portal on our website www.wks.cpa, emailing it to admin@wkscpa.com, faxing it to 907-456-8325, dropping it off, or mailing it to our office. **This must be done before we can begin preparation of your return.**

Please answer all the questions, using not applicable (N/A) where appropriate, and provide the additional information requested. **We will assume the answer is NO for all questions left unanswered.** If you have other information you think may pertain to your return, or if you're not sure where to put certain items, please attach them to the back of the organizer. Remember a complete and accurately filled-in organizer helps us get your tax return to you quickly and efficiently.

We thank you in advance for your prompt reply.

Sincerely,
Walsh, Kelliher & Sharp, CPAs, APC

Please provide your 2024 tax information and supporting documentation, including:

- A copy of the will/trust document including amendments, if not previously provided
- Forms 1099/Brokerage Statements for all sources of interest, dividend, and related income
- Summary of income and expenses for all business and rental activities, including any Forms 1099 received associated with the activities
- K-1s from interests held in partnerships, S Corporations, and LLCs
- Summary of expenses paid by the trust/estate
- Details of any charitable contributions made that are allowed by the will/trust document
- Any other tax documents received or information that would be helpful for completion of the return

Items to note before filling out this questionnaire:

1) All references to beneficiaries mean beneficiaries that are current beneficiaries of the trust/estate. The questionnaire is not referring to beneficiaries who may or will have a future interest.

2) All references to foreign assets, income, and other holdings do not include foreign stocks/investments that are held in the US with a US financial institution (bank, brokerage firm, etc).

	Yes	No
Have you signed and returned the engagement letter?	<input type="checkbox"/>	<input type="checkbox"/>
Has there been any name, e-mail address, and/or address changes for the existing beneficiaries of the trust/estate? If yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
Has there been any change in beneficiaries? If yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
Has there been any change in fiduciaries? If yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
Are any of the beneficiaries and/or fiduciaries residents of a state other than Alaska or a citizen of a country other than the US? If yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
Did the estate/trust receive income from, or own property in, a state other than Alaska? If yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
Were there any distributions made to beneficiaries during the tax year or within 65 days following year end? If yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
If a trust, has there been any change to the trust document? If yes, provide a copy.	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Has there been any court filings? If yes, provide us with copies.	<input type="checkbox"/>	<input type="checkbox"/>
Do you expect a large fluctuation in income, deductions, or withholding in the next tax year? If yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
During the year ended December 31, 2024, did the trust/estate terminate or are there plans to terminate during the year ended December 31, 2025? If yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes to how income/deductions should be allocated to beneficiaries? If yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
Does the trust/estate have any foreign income or pay any foreign taxes that are not reflected on an enclosed 1099 from the broker?	<input type="checkbox"/>	<input type="checkbox"/>
Is the trust/estate a grantor or transferor for a foreign trust, have a financial interest in or signature or authority over a bank account, securities account, or other financial account in a foreign country?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trust/estate have any foreign assets held for investment, have an ownership interest in a foreign entity, or have an interest in a foreign pension or deferred compensation plan?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trust/estate receive any income that it has not received regularly in prior years?	<input type="checkbox"/>	<input type="checkbox"/>
During this tax year did the trust/estate have any securities that became worthless or loans that became uncollectible?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trust/estate receive a distribution from an annuity or individual retirement arrangement (IRA, Keogh, SIMPLE, or SEP account)?	<input type="checkbox"/>	<input type="checkbox"/>
Did the trust/estate make any 2024 estimated tax payments to the IRS and/or state taxing authority? If yes, provide details.	<input type="checkbox"/>	<input type="checkbox"/>
Did the trust/estate change any bank accounts that have been used for financial transactions since the prior year? If yes, provide updated bank information.	<input type="checkbox"/>	<input type="checkbox"/>
If you have a refund on your tax return, do you want it direct deposited?	<input type="checkbox"/>	<input type="checkbox"/>
If you have a refund on your tax return, would you like the overpayment applied to next year's estimated taxes?	<input type="checkbox"/>	<input type="checkbox"/>
If you owe on your tax return, do you want the balance due withdrawn electronically from your bank account?	<input type="checkbox"/>	<input type="checkbox"/>
Do you want next year's estimated taxes withdrawn electronically from your bank account on the required due dates?	<input type="checkbox"/>	<input type="checkbox"/>
If this is a decedent's estate, has the estate been open for more than two years? If yes, provide an explanation for the delay in closing the estate.	<input type="checkbox"/>	<input type="checkbox"/>

Did the trust/estate make payments for any of the following expenses during the year ended December 31, 2024?

	Yes	No
mortgage interest	<input type="checkbox"/>	<input type="checkbox"/>
state or local taxes	<input type="checkbox"/>	<input type="checkbox"/>
legal fees	<input type="checkbox"/>	<input type="checkbox"/>
fiduciary fees	<input type="checkbox"/>	<input type="checkbox"/>
other professional fees	<input type="checkbox"/>	<input type="checkbox"/>

Did the trust/estate engage in any of the following transactions during the year ended December 31, 2024:

purchase rental or royalty property	<input type="checkbox"/>	<input type="checkbox"/>
acquire an interest in a partnership, S Corporation, or LLC	<input type="checkbox"/>	<input type="checkbox"/>
sell, exchange, or purchase any real estate (provide settlement statements)	<input type="checkbox"/>	<input type="checkbox"/>
sell any stocks, bonds, or other investments (provide 1099's)	<input type="checkbox"/>	<input type="checkbox"/>
sell any other property (e.g. artwork, gems, stamps, coins)	<input type="checkbox"/>	<input type="checkbox"/>
receive income from property sold in a prior year (installment sale)	<input type="checkbox"/>	<input type="checkbox"/>
receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency	<input type="checkbox"/>	<input type="checkbox"/>

Was the trust/estate notified or audited by either the Internal Revenue Service or the State taxing agency (of which we have not already been informed)?	<input type="checkbox"/>	<input type="checkbox"/>
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Would you like us to email the K-1's to the beneficiaries? If yes, please provide email addresses if not previously provided.	<input type="checkbox"/>	<input type="checkbox"/>
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May the IRS discuss this return with the preparer?	<input type="checkbox"/>	<input type="checkbox"/>
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Client Notes: