

## ITEMS NEEDED LIST FOR FIDUCIARY TAX RETURN

1. Please provide the trial balance/general ledger and/or check registry for all activity from the tax year, if applicable.
2. Please provide any details concerning any distributions and/or contributions made during the tax year.
3. Please list any expenses paid personally or any related revenues/expenses that will be required to complete the return.
4. Please provide any 1099s received for interest and/or dividend income for the tax year.
5. Please provide the year-end bank statement(s) and reconciliation(s) if applicable.
6. Were any payments made during the tax year that would require filing form 1099? If so, were they filed?
7. Please provide any additional information considered important for the preparation of the tax return.