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DRAZAN, HENKE & ASSOCIATES, PLLC
544 BAVARIA LANE
CHASKA, MN 55318

2021 FIDUCIARY TAX ORGANIZER

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CLIENT NAME
ADDRESS LINE 1
ADDRESS LINE 2

This tax organizer has been prepared for your use in gathering the information needed for the 2021 Fiduciary tax return.

To save you time, selected information from the 2020 tax return has been entered within this organizer. Please line through any information which does not apply to the 2021 tax return.

In some cases, 2020 amounts have been included in a separate column. These amounts are for comparison purposes only. You do not need to change these prior year amounts.

If we may be of further assistance, please contact us at your convenience.

952-448-4220

REMOVE THIS SHEET PRIOR TO RETURNING THE COMPLETED ORGANIZER

952.448.4220
952.448.2705
544 Bavaria Lane
Chaska, MN 55318
www.dha-cpa.com

Dear Client,

As we turn the corner into the new year, we want to make sure you have all the information you need going into tax season. We have enclosed a tax organizer to assist you in gathering your documentation. Please complete the organizer to the best of your ability and submit it to us with your tax documents.

We encourage the use of secure file sharing links or our physical drop-box for best delivery options. You can use our simple upload links at https://dha-cpa.com/secure-file-sharing/. If you prefer to deliver physical documents, our client drop-box is located at the back of our building at Door 550. When using the drop-box we ask that you please place your documents in a securely sealed envelope labeled with your name and contact information.

ENGAGEMENT LETTER – *Digital Signature Required
Follow the link below to electronically sign your annual tax engagement letter. Signature is required prior to filing your fiduciary tax return.

https://dha-cpa.com/tax-consent/1041-fiduciary/

Please submit your information to us BY **MARCH 11** to file by the April 15 deadline. If you are missing a few items, just deliver what you do have so we can begin preparation of your return. You may continue to send additional information as it becomes available to you.

If you submit your information AFTER **MARCH 11,** we will file an automatic extension and cannot guarantee completion of your return prior to the April 15 deadline. There are no additional fees to extend your return, but it is important to note that filing an extension only extends the time to file and DOES NOT extend tax payments which are still due April 15. If we need to extend your return, we will send you notification and provide any necessary payment vouchers prior to April 15th if we determine you owe taxes. If you already know you will require an extension, please notify us as soon as possible.

During tax season, we will continue our normal business hours (Mon to Fri 9AM–5PM). Our office will be closing at 5PM on Monday, April 18th and will be closed all day Tuesday, April 19th. During the summer months (Memorial Day to Labor Day) our office will be closed on Fridays.

We are excited to work with you this tax season and hope you have a wonderful holiday season.

If you have any questions, please reach out to your DHA contact or give us a call at (952) 448-4220.

Sincerely,

DRAZAN, HENKE AND ASSOCIATES, PLLC

TAX DELIVERY METHODS

It is now DHA's standard practice to deliver all tax documents electronically. Here is how you will receive your final documents for your 2021 tax return.

- Tax return, payment vouchers, and other applicable forms – Emailed via ShareFile secure download link

- E-file authorization form and other documents requiring signature – Emailed via Adobe Sign for digital signature

All emails and links will be sent to the primary email address identified on your account. Please provide your email address(es) below.

Primary Email: ________________________________

If you provide us with physical documents for tax preparation, please pick up your documents from our office by December 31, 2022, or they will be shredded due to storage capacity. We keep a digital copy of all documents provided for up to 10 years for audit purposes. Requests for physical documents to be mailed to you from our office may incur additional fees for postage expenses.

If you do not have an email address, prefer not to use digital options, or have other circumstances that prevent you from using the options above, please notify us when dropping off your documents or call us at 952-448-4220.

NOTE: These delivery methods do not reflect the filing of your return. We will attempt to e-file all tax returns and will notify you if your return has been disqualified from e-filing for any reason.

***Please make changes on the Basic Information and Beneficiary's Information sections of this organizer if any other contact information has been updated since last tax season.**

Basic Information

Estate/Trust Name

Address
City, State, ZIP code
Employer
Identification Number

Trustee/Executor Name

Ordinary Income

Please provide copies of all Form(s) W-2 and 1099 and any nontaxable distribution details.

Name of Payer	Type*	Taxable Amount	Federal Tax Withheld	2020 Amount

*Enter:
"W" for Wages and Salaries
"P" for Pensions and Annuities
"L" for Lump-Sum Distribution
"C" for Copyright or Patent
"O" for any other type of income

Beneficiary's Information

	Yes	No
Did any beneficiaries change? .... If yes, please designate below.		

Please indicate if there were any distributions made to a beneficiary below.
Distributions may be required, discretionary, or made under the 65-day rule.
Distributions made on or before March 6, 2022 may be included as a 2021 distribution under the 65-day rule.

Beneficiary's Personal Information

			Distributions	2020 Amount
Name		Required		
Name (continued)		Discretionary		
Address		65-Day		
City, State, ZIP code				
SSN/Tax ID number				
Name		Required		
Name (continued)		Discretionary		
Address		65-Day		
City, State, ZIP code				
SSN/Tax ID number				
Name		Required		
Name (continued)		Discretionary		
Address		65-Day		
City, State, ZIP code				
SSN/Tax ID number				
Name		Required		
Name (continued)		Discretionary		
Address		65-Day		
City, State, ZIP code				
SSN/Tax ID number				
Name		Required		
Name (continued)		Discretionary		
Address		65-Day		
City, State, ZIP code				
SSN/Tax ID number				

Questions (Page 1 of 2)

General Information: **Yes** **No**

Is there a new fiduciary? _____ _____

____

____

____

Has the trustee or executor changed? _____ _____

____

____

____

Has the trustees / executor's address changed? _____ _____

____

____

____

Miscellaneous:

Did you receive correspondence from the IRS or any state taxing authority? _____ _____
If yes, please provide a copy.

Do you maintain a bank account for the trust? _____ _____

Have you received any foreign income or paid any foreign taxes? _____ _____

Is this the initial year for the trust/estate? _____ _____
If yes, please provide a copy of the trust document or decedent's will.

Is this the final year for the trust/estate? _____ _____
If yes, please provide a list of expenses incurred but unpaid at the end of the year.

Was the estate or trust the grantor or transferor to a foreign trust which existed during the year? _____
_____

Income:

At any time during the tax year, did the estate or trust have an interest in or a signature or other authority over a financial account in a foreign country? _____ _____
If yes, please identify:____

Did you receive any distributions from foreign trusts? _____ _____
If yes, from whom?____

Amount: ____

Does the estate or trust have an interest in a partnership, S corporation, or another estate / trust? _____ _____

If yes, please provide a copy of the Federal and State Form(s) K-1. Pass-through entities reported on last year's return have been listed on an attached Form 9 for your convenience.

Did you receive any tax refunds from any state taxing authority? _____ _____
If yes, please attach details.

Did the estate or trust receive any income or contribution not reported on this organizer? _____ _____
If yes, please attach details.

Questions (Page 2 of 2)

Expenses: **Yes** **No**

Has there been a sale, purchase, or exchange of real estate? ______ ______

If yes, please provide a copy of the settlement sheet.

Did you purchase any bonds this year? ______ ______

If yes, please provide a copy of the purchase confirmation slip.

Did the estate or trust pay any taxes (other than income taxes)? ______ ______

If yes, please provide the amount and details.

Did this estate or trust pay any mortgage or investment interest? ______ ______

If yes, please describe the nature and amount.

____

____

Were any fiduciary fees paid? ______ ______

If yes, please describe the nature and amount.

____

____

Were any attorney fees paid? ______ ______

If yes, please describe the nature and amount.

____

____

Have there been any contributions made to a charitable organization? ______ ______

If yes, please provide the name of the charity and amount.

____

____

Have there been any other disbursements not previously provided? _____ _____

If yes, please describe the nature and amount.

____

____

May the IRS or other taxing authority discuss the return with the preparer? _____ _____

Did the estate or trust take out a Payroll Protection loan?
If yes, enter the date and total amount of the Payroll Protection Program loan(s) disbursed _____ _____

Date (Mo/Da/Yr) ____________ Amount ________________

If yes, did the estate or trust have any eligible expenses that were paid with the Payroll Protection Program
loan(s)? _____ _____

If yes, are these amounts included in the expenses reported for the estate and trust? _____ _____

If yes, did the estate or trust receive loan forgiveness or is the estate or trust seeking forgiveness? _____ _____

If no, enter the date loan forgiveness was denied or that the estate or trust decided not to seek forgiveness, and
enter the amount of the loan for which forgiveness was denied or the amount of the loan for which the estate or trust decided not to seek forgiveness.
Date (Mo/Da/Yr) ____________ Amount ________________

Electronic Filing

Electronic Filing:

Electronic filing is the means by which your return is transmitted directly to the IRS. The IRS has implemented an electronic filing mandate requiring certain preparers to file all returns that they prepare electronically. Some states also require certain preparers to electronically file state returns prepared. The IRS and some states allow taxpayers to elect not to file their returns electronically. If you prefer not to electronically file your return, please refer to and sign the opt-out statement below. Because some states have official opt-out forms, additional signatures may be necessary before your return can be filed.

Do not electronically file the federal return . . . . ☐

Do not electronically file the state return(s) . . . . ☐

Opt-Out Statement:

DRAZAN, HENKE & ASSOCIATES, PLLC has informed me (us) that my (our) 2021 Fiduciary Income Tax return may be required to be electronically filed if the firm files the return on my (our) behalf. I (We) understand that electronic filing may provide a number of benefits to taxpayers, including an acknowledgment that the IRS received the return, a reduced chance of errors in processing, and faster refunds. I (We) do not want to file my (our) return electronically and will personally file the paper return. My (Our) signature(s) below represent(s) my (our) agreement that I (we) was (were) not influenced by my (our) preparer or any other member of the firm to sign this statement.

Fiduciary signature: ______________________________ Date: ____________

The IRS requires the use of a 5-digit self-selected Personal Identification Number (PIN) in lieu of mailing a signature document when electronically filing.

	Yes	No
Would you like to use a randomly generated PIN?		

If No, please enter a 5-digit self-selected PIN: . . . . ____________

Interest Income

Please provide copies of all Form(s) 1099-INT or other documents relating to interest received.

Name of Payer	Savings & Loans, Bank and Other	U.S. Bonds and Obligations	Tax-Exempt Interest	2020 Amount
Total				

Seller-Financed Mortgage Interest Information:

Name of Individual to Whom Mortgage Interest Was Paid	Identification Number of Individual	2021 Interest Amount	2020 Interest Amount

Address of Individual to Whom Mortgage Interest Was Paid

Dividend Income

Please provide copies of all Form(s) 1099-DIV or other documents relating to dividends received.

Name of Payer	Box 1a Total Ordinary Dividends	Box 1b Qualified Dividends	Box 2a Total Capital Gain Distributions	2020 Amount
Total				

Sale of Stocks, Securities and Other Capital Assets

Please provide copies of all Form(s) 1099-A, 1099-B, 1099-S and any other statements documenting cost basis.

Description or Type of Property	Date Acquired	Date Sold	Sales Price	Cost Basis

Rental/Royalty Income and Expenses

Type of Property: ______________________

Location of Property: ______________________

If this property was disposed of, please enter date ______________

	Yes	No
Have you prepared or will you prepare all required Forms 1099?		

	2021	2020
Ownership percentage if not 100%	%	%
Income		
Rental Income		
Royalty Income		
Other Income:		
Expenses		
Advertising		
Auto and travel		
Bad debts		
Cleaning and maintenance		
Commissions		
Insurance		
Legal and other professional fees		
Management fees		
Mortgage interest paid to financial institutions (please provide form 1098)		
Other mortgage interest		
Other interest		
Repairs		
Supplies		
Taxes		
Utilities		
Other Expenses:		
Total		

Income from Partnerships, S Corporations, Estates and Trusts

Please provide all Schedule(s) K-1 sent to you by the passthrough entity.

Name of Entity	Tax ID Number

Tax Payments and Refunds

Federal Estimated Tax Payments	Amount Due	Date Paid if Not By Date Due (Mo/Da/Yr)	Amount Paid
2021 1st Quarter Estimate			
2021 2nd Quarter Estimate			
2021 3rd Quarter Estimate			
2021 4th Quarter Estimate			

State Estimated Tax Payments	Amount Due	Date Paid if Not By Date Due (Mo/Da/Yr)	Amount Paid
2021 1st Quarter Estimate			
2021 2nd Quarter Estimate			
2021 3rd Quarter Estimate			
2021 4th Quarter Estimate			
2020 state extension payment			

Tax Refunds	Amount
State and local income tax refunds	

If you have an overpayment of 2021 taxes, do you want the excess:

	Yes	No
Refunded		
Applied to your 2022 estimated tax liability		