

# *Carney & Associates, LLC*

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## TAX INFORMATION CHECKLIST **FOR 2020 TRUST OR ESTATE RETURNS**

(This information can be scanned and uploaded to our online secure portal or be emailed securely through an encrypted email link. If you are not already set up on our portal SmartVault, call the office to speak to Jenny or email her at [jenny@carneyllc.com](mailto:jenny@carneyllc.com) ask to be set up on the portal or if you prefer to email them securely, ask her to send you a secure email link)

1. Completed organizer - pages 1-4 are required; other pages are optional, as long as similar information is provided. (Organizer found on our website [www.carneyllc.com](http://www.carneyllc.com) under Forms, FYI Downloads)
2. Signed Engagement Letter (online form on our website [www.carneyllc.com](http://www.carneyllc.com) under Forms, Required Forms)
3. If not already provided, copies of:
  - a. death certificate,
  - b. court appointment letters,
  - c. trust documents and/or will
  - d. EIN letter for trust or estate (or we can obtain at your tax appointment)
4. If your trust or estate is operating a business,
  - a. and using QuickBooks –
    - i. Copy of QuickBooks File-Please provide a BACKUP or PORTABLE COMPANY FILE of your Quickbooks file (online document exchange suggested via the portal, as typically the QB files are too large to email)
    - ii. NOTE TO ALL QUICKBOOKS USERS: Before submitting your file, please be sure your bank and credit card accounts are reconciled through December 31, 2020. We are available to assist you if needed (additional fee applies).
  - b. If using a different accounting software, please provide a general ledger, trial balance, balance sheet and profit and loss report for January 1, 2020 to December 31, 2020.
  - c. If providing a manual summary, please provide your manual summary as you have in the past, unless you hear from us otherwise.
5. All tax forms and documents received: Forms 1099, 1098, brokerage year end packages, business K-1 forms etc.
6. Include copies of closing statements for any property purchased or sold in 2020.
7. Copies of any correspondence from IRS, State of Alaska or other governmental agency (not already provided) relating to any current or prior year tax issues.