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Your privacy is important to us. Read the following privacy policy.

We collect nonpublic personal information about you from various sources, including:

* Interviews regarding your tax situation

* Applications, organizers, or other documents that supply such information as your name, address, telephone number, Social Security Number, number of dependents, income, and other tax-related data

* Tax-related documents you provide that are required for processing tax returns, such as Forms W-2, 1099R, 1099-INT and 1099-DIV, and stock transactions

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients or as required by law.

We restrict access to personal information concerning you, except to our employees who need such information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your personal information.

If you have any questions about our privacy policy, contact our office at (715)355-4446.

Sincerely,

Carl Van Setters
Legacy Tax Solutions LLC

Checklist

Estate or Trust Name: EIN:

Checklist

This checklist is provided to help you gather necessary information for us to prepare your 2024 income tax return. Return this list, along with the supporting documentation, to our office and let us know of any significant changes from your 2023 tax year.

Prior Year Documentation

- [ ] Copy of decedent's will or trust agreement
- [ ] Tax returns for the prior three years
- [ ] Prior year carryover information (passive loss, net operating loss (NOL), capital loss, etc.)

Current Year Income Documentation

- [ ] Dividend income (Forms 1099-DIV and 1099-OID)
- [ ] Interest income (Form 1099_INT)
- [ ] Miscellaneous income (Form 1099-MISC)
- [ ] Nonemployee compensation (Form 1099-NEC)
- [ ] Wage and tax statements (Form W-2)
- [ ] Gambling income (Form W2-G)
- [ ] IRA distributions, pensions, and annuities (Form 1099-R)
- [ ] Income from partnerships, S corporations, estates, and trusts (Schedule K-1)
- [ ] Income from rental real estate and royalties (Schedule E)
- [ ] Documentation of brokerage transactions and dispositions of capital assets (Form 1099-B)
- [ ] Basis information for estate or trust assets (Form 8971 and Schedule A)
- [ ] Business income (Schedule C)
- [ ] Farm income (Schedule F)
- [ ] Cancellation of debt (Form 1099-C)
- [ ] Credit card, debit card, and third-party network transactions (Form 1099-K)

Questionnaire

Estate or Trust Name: EIN:

Questionnaire

General Information

Yes No

[ ] [ ] Is this the first year the estate or trust is filing a tax return?

Yes No

[ ] [ ] If "Yes," has the estate or trust applied for or received a Federal ID number?

[ ] [ ] Did the estate or trust terminate during the tax year or are there plans to terminate soon?

If "Yes," provide details. ____

[ ] [ ] Does the estate or trust have a copy of the decedent's will or trust documents?

[ ] [ ] Did the estate or trust documentation change at any point during the tax year?

If "Yes," provide a copy of the updated documentation.

[ ] [ ] Did the estate or trust have a change in entity type?

[ ] [ ] Did the estate or trust have a change of address during the tax year?

[ ] [ ] Did the estate or trust have a change of name during the tax year?

[ ] [ ] Did the estate or trust have a change of responsible party?

[ ] [ ] If this is a trust: Is its administration primarily controlled by a U.S., rather than a foreign, court?

Yes No

[ ] [ ] Does one or more U.S. person (e.g., trustee) have the authority to control all of the substantial decisions of the trust?

[ ] [ ] If either of these questions is “No,” is the grantor or any beneficiary a U.S. person?

[ ] [ ] Did the estate or trust receive income from, or own property in, more than one state during the year?

[ ] [ ] Did the estate or trust receive tax-exempt income?

[ ] [ ] Did the estate or trust receive all or any part of the earnings (salary, wages, and other compensation) of any individual?

[ ] [ ] 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.

[ ] [ ] Did the estate or trust own securities or loans that became worthless or uncollectible during the tax year?

[ ] [ ] Did the estate or trust receive, or pay, any qualified residence interest on seller-provided financing?

If "Yes," provide documentation.

[ ] [ ] Did the estate or trust have any distributions to beneficiaries during the tax year or with 65 days following the tax year end?

If "Yes," provide details.

[ ] [ ] Did the estate or trust, at any time during the tax year:

a. receive (as a reward, award, or payment for property or services) a digital asset (or a financial interest in a digital asset)?

b. sell, exchange, gift, or otherwise dispose of a digital asset (or a financial interest in a digital asset)?

[ ] [ ] Did the estate or trust receive a Paycheck Protection Program (PPP) loan related to COVID-19?

Yes No

[ ] [ ] If "Yes," was any portion of the loan forgiven during the current tax year?

[ ] [ ] Did the estate or trust receive a cash payment or digital asset of more than $10,000 in one transaction or two or more related transactions during the tax year?

Yes No

[ ] [ ] If "Yes," was Form 8300, Report of Cash Payments over $10,000 Received in Trade or Business, filed?

[ ] [ ] Did the estate or trust purchase a new clean vehicle (electric vehicle, plug-in hybrid, fuel-cell vehicle, qualified commercial clean vehicle) during the year?

If "Yes," provide the report the dealer or seller is required to provide to you and the vehicle identification number (VIN).

Beneficiaries

Yes No

Questionnaire

Estate or Trust Name: EIN:

Questionnaire

[ ] [ ] Did the estate or trust have any changes in beneficiary information during the tax year?
If "Yes," provide details.
[ ] [ ] Does the estate or trust have a copy of the beneficiaries identifying documents?
[ ] [ ] Are any of the trusts beneficiaries skip persons?
[ ] [ ] Does the estate or trust have any foreign beneficiaries?

Foreign Tax Information

Yes No
[ ] [ ] Did the estate or trust have an interest in or a signature or other authority over a bank, securities, or other financial account in a foreign country?
[ ] [ ] Did the estate or trust receive a distribution from, or was it the grantor of, or transferor to, a foreign trust at any time during the tax year?
[ ] [ ] Did the aggregate value of the estate or trust's foreign account exceed $10,000 at any time during the tax year?
[ ] [ ] Did the estate or trust own any property in a foreign country?
[ ] [ ] Did the estate or trust have any income from, or pay taxes to, a foreign country?
[ ] [ ] Did the estate or trust, or grantor of the trust, make any transfers to a foreign trust during the tax year?
If "Yes," provide details.
[ ] [ ] Did the estate or trust receive a Schedule K-3 from a partnership or S corporation?

Refund, Balance Due, and Estimated Tax Information

Yes No
[ ] [ ] Did the estate or trust make any estimated payments toward the 2024 taxes?
[ ] [ ] Did the estate or trust apply an overpayment of the 2023 taxes to the 2024 estimated taxes?
[ ] [ ] If the estate or trust has an overpayment of 2024 taxes, should the refund be applied to the 2025 estimated taxes?
[ ] [ ] Does the estate or trust want to have any balance due withdrawn from the estate or trust's bank account?
If "Yes," provide a canceled checking or savings slip.
[ ] [ ] Does the estate or trust anticipate the income or withholdings to be different for 2025?

Miscellaneous Information

Yes No
[ ] [ ] Did the estate or trust incur a gain or loss due to damaged or stolen property?
If "Yes," provide the incident date, value of the property, and amount of insurance reimbursements. If the incident was attributed to a federally declared disaster, also include the declaration number assigned by FEMA.
[ ] [ ] Did the estate or trust pay health insurance premiums for its employees during the tax year?
[ ] [ ] Did the estate or trust receive any notices from the IRS or state taxing authority?
If "Yes," explain. ____
[ ] [ ] May the IRS discuss the estate or trust's tax return with the preparer?
[ ] [ ] Would the estate or trust like a copy of the tax return sent to you electronically instead of receiving a printed copy?

Preparer Notes

[ ] Preparer Notes

2024 Tax Organizer for Estates and Trusts
General and Fiduciary Information

General Information

Estate or trust name		**EIN**	
In care of name		**Entity name control**	
Street address, city, state, and ZIP			

Yes	No	
☐	☐	Does the estate or trust file under a calendar year?

If "No," what is the tax year begin date? ________ Tax year end date? ________

Type of entity (select all that apply):

- ☐ Decedent's estate
- ☐ Simple trust
- ☐ Complex trust
- ☐ Qualified disability trust
- ☐ Electing small business trust (ESBT)
- ☐ Grantor type trust
- ☐ Bankruptcy estate (chapter 7)
- ☐ Bankruptcy estate (chapter 11)
- ☐ Pooled income fund

If the entity is a decedent's estate, provide the following information.

Decedent's name ________

SSN ________ Date of death ________

How many beneficiaries did the estate or trust have during the tax year? ________

Date entity created ________

Yes	No	
☐	☐	Does the estate or trust's governing instrument require all income to be distributed?
☐	☐	Is the entity a nonexempt charitable or split-interest trust?
☐	☐	Did the estate or filing trust make a section 645 election?

If "Yes," provide the trust's EIN. ________

Fiduciary Information

First and last name (if an individual)			
Business name (if a business)			
Fiduciary ID Number		**Phone number**	
Cell number		**Fax number**	
Email			

Yes	No	
☐	☐	Is the fiduciary a financial institution that submitted estimated tax payments for the trust for which it is the trustee?

What is the fiduciary's title?

☐ Trustee ☐ Executor ☐ Executrix Other ________

Estimates

	Federal		Resident State		Resident City	
	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount
Overpayment applied from 2023						
First quarter						
Second quarter						
Third quarter						
Fourth quarter						
Additional payments						

Account Information for Deposits and Withdrawals

Name of Bank	Bank Routing Number	Bank Account Number	Type of Account		Use This Account for	
			Checking	Savings	Deposits	Withdrawals

Income

Estate or Trust Name: EIN:

Wages & Salaries

Provide all copies of Form W-2

Employer Name	2024 Amount

Retirement

Provide all copies of Form 1099-R

Payer Name	2024 Amount

Miscellaneous Income

Provide all copies of Form 1099's

Payer Name	2024 Amount

Dividend & Interest Income

Estate or Trust Name: EIN:

Dividend Income

Provide all copies of Form 1099-DIV and other statements that report dividend income.

Account Number Payer Name	Ordinary Dividends	Tax-Exempt Dividends

Interest Income

Provide all copies of Form 1099-INT, Form 1099-OID and other statements that report interest income.

Account Number Payer Name	Interest	Tax-Exempt Interest

If any interest income listed above is from a seller-financed mortgage, provide the payer's ID number and address

Sale of Capital Assets

Estate or Trust Name: EIN:

Sale of Capital Assets (including assets not reported on Form 1099-B)

Provide all brokerage statements

Description of Property	Date Purchased	Date Sold	Sales Price	Cost or Basis

Installment Sale Income

Description of property: ____________________

Date acquired ____________ Date sold ____________

	2024	Prior years
Selling price		
Mortgages assumed		
Cost of property sold		
Depreciation allowed		
Commissions and expense of sale		
Gross profit percentage		
Interst received		
Principal payments received		

Property was sold to a related party ☐

Beneficiary's and Other Information

Estate or Trust Name: EIN:

Beneficiary Information

☐ Foreign beneficiary **Fed %** **State %**

ID Number ____ Distributions if any ____ ____ ____

Name ____

Street address ____

City ____ Phone ____

U.S. only State, ZIP ____

Foreign only Province/ State, Country, Postal code ____

Email ____

☐ Foreign beneficiary **Fed %** **State %**

ID Number ____ Distributions if any ____ ____ ____

Name ____

Street address ____

City ____ Phone ____

U.S. only State, ZIP ____

Foreign only Province/ State, Country, Postal code ____

Email ____

☐ Foreign beneficiary **Fed %** **State %**

ID Number ____ Distributions if any ____ ____ ____

Name ____

Street address ____

City ____ Phone ____

U.S. only State, ZIP ____

Foreign only Province/ State, Country, Postal code ____

Email ____

☐ Foreign beneficiary **Fed %** **State %**

ID Number ____ Distributions if any ____ ____ ____

Name ____

Street address ____

City ____ Phone ____

U.S. only State, ZIP ____

Foreign only Province/ State, Country, Postal code ____

Email ____

Schedule E - Income or Loss from Rental Real Estate & Royalties

Estate or Trust Name: EIN:

General Property Information

☐ Grantor

Property description ______________________

Address, city, state, ZIP ______________________

Select the property type

☐ Single family residence ☐ Vacation / short-term rental ☐ Land ☐ Self-rental

☐ Multi-family residence ☐ Commercial ☐ Royalties ☐ Other ______________

Number of days property was rented ________ Number of days property was used for personal use ________

If the rental is a multi-dwelling unit and you occupied part of the unit, enter the percentage you occupied ________

☐ This property was placed in service during 2024.

☐ This property was disposed of during 2024.

☐ This property is your main home or second home.

☐ This property was owned as a qualified joint venture.

Yes	No	
☐	☐	Payments of $600 or more were paid to an individual, who is not your employee, for services provided for this rental.
☐	☐	If "Yes," did you file Forms 1099 for the individuals?

Income

	2024		2024
Rent income	________	Royalties from oil, gas, mineral, copyright or patent	________

Expenses

	Rental Unit Expenses	Rental and Homeowner Expenses
Advertising	________	
Auto & travel	________	
Cleaning & maintenance	________	________
Commissions	________	
Insurance	________	________
Legal & professional fees	________	
Management fees	________	
Mortgage interest	________	________
Other interest	________	________
Repairs	________	________
Supplies	________	________
Taxes	________	________
Utilities	________	________
Depletion	________	
Other expenses		
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________
________	________	________

If this Schedule E is for a a multi-unit dwelling and you lived in one unit and rented out the other units, use the "Rental and homeowner expenses" column to show expenses that apply to the entire property. Use the "Rental unit expenses" column to show expenses that pertain ONLY to the rental portion of the property.

If the Schedule E is not for a multi-unit property in which you lived in one unit, complete just the "Rental unit expenses" column.

Income or Loss from Investments in Partnerships, S Corporations, and Fiduciaries

Estate or Trust Name: EIN:

Schedule K-1 from Partnerships, S Corporations, Estates and Trusts

Provide all copies of Schedule K-1 and attachments

Entity Name	EIN

Asset Listing for 2024

Estate or Trust Name: EIN:

Assets for:

Description of Property	Date Acquired	Cost / Basis	Date Disposed of	Sales Price	Expense of Sale