



TRUST TAX INTAKE

TAX YEAR

SECURE DOCUMENT NOTICE

Upload trust agreements, beneficiary tax IDs, brokerage statements, and tax documents through your secure portal.

1. TRUST INFORMATION

Provide the legal information shown on the trust documents

Trust legal name			
EIN		Date created	
Governing state			
Trust type	☐ Grantor / revocable ☐ Irrevocable - simple ☐ Irrevocable - complex ☐ Charitable / other		
Mailing address			
City / State / ZIP		Prior preparer	

2. TRUSTEE / FIDUCIARY

Primary person responsible for the filing

Name		Title / capacity	
Address		City / State / ZIP	
Email		Phone	

3. GRANTOR / SETTLOR INFORMATION

Complete when applicable

Name		SSN / EIN	
Date of birth		Date of death (if applicable)	

4. BENEFICIARIES

List beneficiaries who may receive income or distributions

Name	SSN / EIN	Address / state	Distribution % / share

5. DISTRIBUTIONS DURING THE YEAR

☐ No beneficiary distributions ☐ Cash distributions ☐ Property / in-kind distributions ☐ Final / terminating trust

Total distributions		Date(s) / notes	
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6. TRUST INCOME

Enter totals if known, or provide the tax statements

Interest income

Rental / royalty income

Tax-exempt interest

Business / K-1 income

Dividend income

Other income

Capital gains / losses

☐ Brokerage / investment accounts

☐ K-1s from partnerships / S corporations

☐ Rental / real estate activity

7. DEDUCTIONS & EXPENSES

Trustee / fiduciary fees

State / local taxes

Attorney fees

Charitable contributions

Accounting / tax prep fees

Other administrative expenses

Investment advisory fees

Interest expense

8. SPECIAL ITEMS

Check all that apply

☐ Foreign accounts, income, assets, or beneficiaries

☐ Final return / trust terminated this year

☐ Digital asset / cryptocurrency activity

☐ Considering a distribution election related to prior-year income

☐ Federal or state estimated tax payments made

☐ Distribution timing election may apply

☐ IRS or state notice received

☐ Charitable beneficiary or charitable contribution

☐ Trust began filing this year

☐ Property sold or distributed requiring basis information

9. DOCUMENT CHECKLIST

Upload items that apply

☐ Complete trust agreement and amendments

☐ Distribution ledger / beneficiary payment detail

☐ Prior-year Form 1041 and state returns

☐ Trustee, legal, accounting, and other expense support

☐ 1099s, brokerage statements, and tax packages

☐ Asset basis records, appraisals, or purchase documents

☐ K-1s received from other entities

☐ Estimated tax payment confirmations

10. FIDUCIARY CERTIFICATION

I certify that the information and documents provided are complete and accurate to the best of my knowledge and that I am authorized to provide information for this trust.

Trustee / fiduciary signature or typed name

Date