



TCPA, PLC

CERTIFIED PUBLIC ACCOUNTANTS

Trust Return Onboarding Checklist

Fiduciary Name: _____

Fiduciary Address: _____

Fiduciary SSN: _____

Fiduciary Email Address: _____

Fiduciary Phone Number: _____

Trust Name: _____

Trust EIN: _____

Type of Trust: _____

☐ Initial Trust Return ☐ Final Trust Return

Decedent Name: _____

Decedent SSN: _____

Decedent Date of Death: _____

Beneficiary Info:

Name	Address	SSN	Date of Birth	Telephone #	Beneficiary Allocation %



TCPA, PLC

CERTIFIED PUBLIC ACCOUNTANTS

Trust Assets/Liabilities:

Description	Fair Market Value

****Please send us the following items as soon as possible (if applicable):*

****Trust EIN letter***

****Trust Agreement***

****Will or Other Designated Documents***

W2 forms

1099 forms

1098 forms

Property tax

Insurance paid

Management fees paid

Legal fees paid

Settlement statements for sold assets

Prior year trust return

Charitable contributions