GET COMPLIANCE
PRECISION IN GIFT, ESTATE & TRUST COMPLIANCE

ESTATE TAX COMPLIANCE CHECKLIST

Estate tax compliance involves far more than preparing Form 706. Executors and trustees must identify and value assets, document liabilities, evaluate prior gifts, consider portability elections, address Generation-Skipping Transfer (GST) tax issues, and fulfill important fiduciary responsibilities.

This checklist outlines the information and documents commonly requested during an estate tax engagement. The information provided will assist us in determining filing requirements, supporting asset valuations, identifying planning opportunities, and helping fiduciaries navigate the complex tax and compliance issues that arise during estate administration.

All information can be uploaded to our TaxDome portal.

Please provide the following information:

Decedent Information
- Name
- Date of death
- Date of birth
- SSN
- Marital Status
- State of domicile

Executor Information
- Executor name
- Phone number
- Email address
- Letters testamentary
- Probate documents

Contact information for other advisor
- Name
- Phone number
- Email address
- Relationship

Contact information for other advisor

Name
Phone number
Email address
Relationship

Asset information

Financial Assets (Please provide statement month in which decedent passed away)

- Bank accounts
- Brokerage accounts
- Retirement accounts
- Annuities

Business Interests (Please provide valuations)

- LLC interests
- Closely-held businesses
- Partnerships
- S-Corporation stock

Real Estate (Please provide appraisals)

- Primary residence
- Vacation property
- Rental property
- Farmland

Documents to Provide

- Prior Form 706 filings
- Trust documents
- Will and codicils
- Date-of-death appraisals
- Insurance policies
- Beneficiary designations
- Financial statements
- Prior gift tax returns

Special Planning Questions

- Is portability being elected?
- Were prior taxable gifts made?
- Is GST planning needed?
- Are there QTIP trusts?
- Are valuation discounts applicable?

Common Missed Items

- Digital assets
- Cryptocurrency
- Pending lawsuits
- Family loans
- Life insurance owned by trusts
- Business buy-sell agreements

Contact Us:

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