Pacific Tax Partners

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2011 ESTATE TAX ORGANIZER LETTER
FORM 706
TAX YEAR 2010

We provide this organizer to our tax clients to assist in gathering the information necessary to prepare estate tax returns.

This estate tax organizer is designed for use by administrators, personal representatives or family members of decedents dying in calendar year 2009, or after January 1, 2011.

For the year 2010, the US Federal Estate Tax was repealed. Beneficiaries of taxed estates enjoy a "step-up" in the basis of assets received. With no estate tax in place, "carry-over basis" rules will be used unless other options are chosen. This choice may have expensive consequences, and should be thoroughly discussed with your CPA.

Estate tax is a complicated area of practice, where many options may exist. At Pacific Tax Partners, you can be assured that we are current with the latest developments and we will give you the personal attention your matters deserve. Our sensitive and timely assistance will help you resolve issues with this uncomfortable topic.

In addition to preparing your tax returns, we also provide wealth advisory services that may benefit you, your family or clients. Should you have any questions, please do not hesitate to contact us. Put our expertise to work for you!

Terry Wilson, CPA/PFS
Tax Practice Lead

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For decedents dying after *December 31, 2008* and before *January 1, 2010*

Decedent's Full Name ______________________________

Decedent's Social Security Number ______________________________

Date of Birth ______________________________

Date of Death ______________________________

Decedent's legal residence at date of death (city, county, state and zip code or foreign country)

____

Did decedent ever reside in a community property state? ______________________________

Date Domicile Established ______________________________

Citizenship:

Decedent ______________________________

Spouse ______________________________

Personal Representative's (s') Name ______________________________

Address ______________________________

Social Security/Federal ID Number ______________________________

Phone ______________________________

Fax ______________________________

E-mail Address ______________________________

Attorney's Name, Address and Telephone Number ______________________________

Broker's Name, Address and Telephone Number ______________________________

Insurance Agent's Name, Address and Telephone Number ______________________________

Name and location of court(s) where will was probated or estate administered

____

Case Number ______________________________

This organizer is designed to assist you, the personal representative, in gathering the information required for preparation of the appropriate estate and inheritance tax returns. Please complete the organizer and provide detail and documentation as requested. Should you have questions regarding any items, please do not hesitate to contact us.

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DONE N/A

100) GENERAL INFORMATION

101) Provide a certified copy of:
- will and any codicil ________ ________
- death certificate ________ ________
- letters testamentary or letters of administration ________ ________

102) Provide a copy of any trust of which the decedent was a grantor, trustee, beneficiary, or in which decedent held any interest or power, and obtain Forms 1041 for the past 3 years filed on behalf of the trust. ________ ________

103) Provide beneficiary information below (Note if non-USA citizen):

FULL NAME	ADDRESS CITY/STATE/ZIP	RELATIONSHIP TO DECEDENT	SOCIAL SECURITY #	BIRTH DATE

104) If the decedent or spouse has ever filed any federal gift tax returns, provide copies. (Disregard this request if the returns were previously provided.) ________ ________

105) If the decedent made any gifts valued in the aggregate at more than $13,000 to any one person during the calendar year of his/her death, complete gift tax return organizer. ________ ________

106) Provide:
- list of the decedent's assets including all property individually owned or co-owned by the decedent and one or more individuals. (Note if any assets were bequeathed to a specific beneficiary.) ________ ________
- copy of any personal property insurance floater that lists specific items of property. ________ ________

107) If the decedent had access to a safety deposit box, provide the following:
- location ________ ________
- joint depository, if any, and relationship to the decedent. ________ ________
- detailed list of contents. ________ ________

108) If the decedent's spouse predeceased the decedent, provide a copy of the spouse's Form 706, state inheritance tax return(s) and any Form(s) 1041 filed on behalf of that estate. ________ ________

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109) If the decedent was divorced, provide a copy of any divorce decree and/or property settlement and any modifications. Date of divorce: _______________ ________ ________

110) Please provide a copy of a pre-nuptial agreement, post-nuptial or separate/community property agreement, if applicable. ________ ________

111) Copies of employment agreements, deferred compensation and any contracts where all of decedent's obligations completed and not all benefits received. ________ ________

112) Provide a copy of federal and state income tax returns for the prior three years. (Disregard this request if the returns were prepared by this firm, or previously provided.) ________ ________

113) Provide federal tax identification number for any partnerships, closely-held corporations, LLCs sold by decedent during his/her lifetime. ________ ________

114) Sign and return attached power of attorney. ________ ________

115) If the decedent was involved in any litigation, please provide details. ________ ________

116) Provide a copy of any powers of attorney on the decedent at time of death ________ ________

200) REAL ESTATE

201) Provide copies of all deeds. ________ ________

202) Provide copies of the most recent appraisal of real estate owned by the decedent. ________ ________

203) If appraisals have not been prepared, provide a schedule of all real estate owned or under contract to purchase with the following information:

- legal description and or street address, if applicable ________ ________
- assessed value for property tax purposes (copy of latest tax assessment notice) ________ ________

204) Include description of real estate (and length of ownership) subject to a qualified conservation easement. ________ ________

205) Provide lease documents for real estate owned subject to a lease. ________ ________

300) STOCKS, BONDS, AND MUTUAL FUNDS

301) Provide copies of all brokerage and mutual fund statements for the current year prior to the date of death and each statement since the date of death. ________ ________

302) Provide a list and copies of all stock and bond certificates held by the decedent, which were not listed on the brokerage statements. Also, provide a list of any subject to transfer on death designation. ________ ________

303) If the decedent owned stock in a closely held corporation, provide copies of:

- stock certificates ________ ________
- buy-sell agreements ________ ________
- tax returns and/or financial statements for the prior five years ________ ________
  List of any recent sales of stock by decedent or other shareholders

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- appraisal of stock ________ ________
- list of other stockholders and shares held ________ ________

304) Provide documentation of worthless securities. ________ ________

305) List of U.S. Savings Bonds with face amount and month and year of purchase, and list any subject to a pay on death provision. ________ ________

400) MORTGAGES, NOTES AND CASH

401) Provide copies of the following statements for all accounts for the period beginning two months prior to death through the present:
- checking accounts ________ ________
- savings accounts ________ ________
- certificates of deposits ________ ________
- money market accounts ________ ________
- brokerage accounts with cash investments ________ ________

402) Provide a copy of the current check registers for the above accounts, and list any outstanding checks. ________ ________

403) Provide the amount of cash (currency), travelers' checks and undeposited checks held by the decedent at death. $__________ ________ ________

404) Provide copies of all notes and mortgages owed to the decedent, including amortization schedules if available. ________ ________

500) LIFE INSURANCE

501) Provide a list of life insurance policies indicating:
- insured ________ ________
- amount ________ ________
- ownership ________ ________
- Beneficiaries – primary and conditional ________ ________
- company ________ ________
- policy number ________ ________

502) Provide Form(s) 712 issued by the life insurance companies. (Form 712 is required for every policy.) (Verify with insurance company owner and beneficiary prior to requesting Form(s) 712.) ________ ________

503) If the decedent was not the owner of the policy, provide date and circumstances of acquisition by the owner. ________ ________

504) If subject to a split-dollar arrangement, please provide agreement and any separate assignments or endorsements. ________ ________

600) JOINTLY OWNED PROPERTY

601) For all assets owned jointly by the decedent and others (Joint With Right of Survivorship), indicate the date and amount contributed by each. ________ ________

602) Provide name(s) and address(es) of co-owners other than spouse. ________ ________

603) Provide documentation of assets owned jointly to include bank statements,

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brokerage statements, deeds, vehicle titles, etc. ________ ________

700) MISCELLANEOUS PROPERTY

701) Provide copies of any available appraisals of:

- art ________ ________
- antiques ________ ________
- jewelry ________ ________
- other collectibles ________ ________
- other property ________ ________

702) If the decedent had an interest in a partnership, and/or other unincorporated business, provide a copy of the following:

- partnership or other ownership agreement ________ ________
- tax returns and/or financial statements for the prior five years ________ ________
- buy-sell agreements ________ ________
- appraisal ________ ________

703) Provide a list of any refunds or reimbursements received or receivable by the estate. (Note: many insurance policies provide for refunds of premiums at death.) ________ ________

704) Provide a list of household furnishings and personal assets owned by the decedent and the value of each. Separately list any one item valued at more than $3,000 or a collection of similar items valued at more than $10,000. ________ ________

705) Provide a list of vehicles owned by the decedent with make, model, year, odometer reading, VIN, general condition and Blue Book values at the date of death, and copies of certificates of title, if available. ________ ________

706) Provide Form(s) 712 for all life insurance policies owned by the decedent on the life of another. ________ ________

707) Provide a description and fair market value of all other assets not noted above. ________ ________

800) ANNUITIES AND RETIREMENT BENEFITS

801) Provide copies of the brokerage, mutual funds, bank or plan participant statements for all IRAs, 401(k)s and other retirement plans. ________ ________

802) Provide copies of commercial annuity contracts and last statement indicating balance of account. ________ ________

803) Provide a copy of all beneficiary designations. Verify payor has correct beneficiary. ________ ________

900) ADMINISTRATION EXPENSES

901) Provide a copy of the funeral-related expenses including the following:

- funeral arrangements (include a copy of funeral services agreement) ________ ________
- markers ________ ________
- reception costs ________ ________
- flowers ________ ________

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- thank you notes and postage
- obituary
- clergy or rabbi honoraria
- other

902) Provide a schedule of other administration expenses which were not paid through the estate checking account or have yet to be paid. The schedule should include the following:

- legal fees
- accounting fees
- commissions paid
- maintenance of estate property
- appraisal fees
- personal representative fees, and out of pocket expenses (travel, postage, telephone etc.)
- court costs
- other expenses (please provide detail)

1000) DEBTS, MORTGAGES, AND LIENS OF DECEDENT

1001) Provide copies of all notes, mortgages, etc., owed by the decedent and a schedule of balances at date of death.

1002) Schedule all other debts owed by the decedent including:

- to whom owed
- amount of debt
- interest rate
- due date
- payment amounts

1100) LOSSES DURING ADMINISTRATION

1101) Schedule any losses, including casualty losses, incurred during the administration of the estate.

1200) CHARITABLE BEQUESTS

1201) Attach a schedule of charities listed in the will or trust including name, address and character of organization.

1300) CREDIT FOR PRIOR TRANSFERS

1301) If the decedent received property during the ten years prior to date of death from the estates of others, provide copies of the prior decedents' estate tax returns and will.

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