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TRUST INCOME TAX RETURN (ESTATE) CHECKLIST

Use the following checklist to make sure you have collected all documents we need to prepare the Trust tax return.

☐ SERVICE AGREEMENT

*(Download and fill-out the **Service agreement** document found at https://msafs.com/en/documents.php)*

☐ PERSONAL INFORMATION

*(Download and fill-out the **Personal information** document found at https://msafs.com/en/documents.php)*

☐ DOCUMENTS AND INFORMATION NEEDED

- ☐ Copy of the trust document
- ☐ Certified copy of the Last will and testament of the deceased, mentioning the name(s) of the estate liquidator(s)
- ☐ Complete list of beneficiaries, their name and percentage share in the Trust
- ☐ Monthly bank statements
- ☐ Monthly investment statements
- ☐ Backup and information on disbursements
- ☐ Information if there is a life insurance policy (whether revenue or contribution)
- ☐ Any communications from Revenue Canada, Revenu Québec and/or the public curator.

PLEASE ALSO PROVIDE ANY OTHER INFORMATION OR DOCUMENT WHICH WOULD HELP YOUR ACCOUNTANT SERVE YOU BETTER.

(MSA-TrustTaxesChecklist-en V. 2018-08)

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