



# 2020 Deceased Trust Estate Checklist

To assist us in preparing the deceased estate trust taxation return in accordance with Australian Taxation Office requirements, please use this checklist when you compile the information.

For income and deductions, keep in mind that self-assessment applies. In the event of a Tax Office audit you will need to be able to substantiate the deductions claimed and income earned.

Finally, if any assets were sold during the year please provide full details so we can determine whether Capital Gains Tax may apply to the transaction.

**\*\*DELIVERY UPON COMPLETION\*\***

(Please tick preferred delivery method upon completion of your income tax return)

- Email to me (only applicable to clients who email or use dropbox to send their tax information in to us)  
(Email or dropbox to [advice@baggetta.com.au](mailto:advice@baggetta.com.au) Please use dropbox if your email and attachments are 10MB or more)
- I will collect it from your office upon notification from you
- Post to me (I understand postage fees may apply)

Deceased Trust Estate Name: \_\_\_\_\_

Full Name of Executor/s: \_\_\_\_\_

Preferred Contact Name : \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone (W): \_\_\_\_\_ (H): \_\_\_\_\_ (M): \_\_\_\_\_

## INCOME

1. Did the Estate receive any Death Benefit Superannuation Lump Sum payment?
  - NO. Go to question 2
  - YES. If Yes, please provide
    - PAYG Payment Summary
  
2. Did the Estate receive any Death Benefit Employment Termination Payment?
  - NO. Go to question 3
  - YES. If Yes, please provide
    - ETP PAYG Summary
  
3. Did the Estate receive any bank interest?
  - NO. Go to question 4
  - YES. If Yes, please provide
    - Annual bank summary statement

4. Did the Estate receive any dividends from shares it owned?  NO. Go to question 5  
 YES. If Yes, please provide  
 Dividend statements including dividends reinvestments
5. Did the Estate receive any partnership or trust distributions?  NO. Go to question 6  
 YES. If Yes, please provide  
 Annual tax summary statement (if applicable)  
 Annual distribution statement (if applicable)
6. Did the Estate sell any shares?  NO. Go to question 7  
 YES. If Yes, please complete form below  
 Capital gains tax checklist  
(if you do not have one, please call baggetta & co)
7. Did the Estate receive rental income?  NO. Go to question 8  
 YES. If Yes, please complete form below  
 Rental checklist  
(if you do not have one, please call baggetta & co)
8. Did the Estate sell its rental property?  NO. Go to question 9  
 YES. If Yes, please provide  
 FINAL settlement statement of sale
9. Did the Estate receive any foreign income?  NO. Go to question 10  
 YES. If Yes, please provide  
 PAYG Payment Summary, and/or  
 Any other supporting documentation
10. Did the Estate receive any other income not mentioned above?  NO. Go to DEDUCTIONS  
 YES. If Yes, please provide  
 Supporting documentation

## DEDUCTIONS

1. Did the Estate have deductions relating to Australian investment income?  
(eg. Bank Fees, portfolio management fees etc)
- NO. Go to question 2
- YES. If Yes, please provide
- Supporting documentation
2. Did the Estate pay someone other than baggetta & co to prepare their tax return last year (if applicable)?
- NO. Please sign declaration below
- YES. If Yes, please provide
- Invoice from other tax agent/accountant

### **NEW CLIENTS ONLY AND NOT SET UP BY BAGGETTA & CO:**

Please provide the following information:

- Date of Death: \_\_\_\_\_
- Tax File Number: \_\_\_\_\_

Please also provide a copy of the following if previous year's Estate Tax Return has been lodged:

1. 2019 Estate Tax Return  Provided  Not provided as 2020 will be the first Estate Tax Return from Date of Death

**I confirm that I have reviewed the above checklist and have supplied all the relevant information to prepare the 2019 Deceased Trust Estate income tax return.**

**I also confirm that the above information is correct to the best of my knowledge and that where necessary I hold documentary evidence in support of the claims.**

Dated the ..... day of ..... 20.....

.....  
Signature of Trustee

.....  
Name of Trustee (please print)