



## 2025 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)

- ☐ I am happy to digitally sign
- ☐ 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.  
☐ YES. If Yes, please provide ☐ PAYG Payment Summary
2. Did the Estate receive any Death Benefit Employment Termination Payment? ☐ NO.  
☐ YES. If Yes, please provide ☐ ETP PAYG Summary
3. Did the Estate receive any bank interest? ☐ NO.  
☐ YES. If Yes, please provide ☐ Annual bank summary statement



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4. Did the Estate receive any dividends from shares it owned? ☐ NO.  
☐ YES. If Yes, please provide  
☐ Dividend statements including dividends Reinvestments
5. Did the Estate receive any partnership or trust distributions? ☐ NO.  
☐ YES. If Yes, please provide  
☐ Annual tax summary statement (if applicable)  
☐ Annual distribution statement (if applicable)
6. Did the Estate sell any shares? ☐ NO.  
☐ YES. If Yes, please supply supporting documents
7. Did the Estate receive rental income? ☐ NO.  
☐ YES. If Yes, please supply supporting documents
8. Did the Estate sell its rental property? ☐ NO.  
☐ YES. If Yes, please provide  
☐ FINAL settlement statement of sale
9. Did the Estate receive any foreign income? ☐ NO.  
☐ 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.  
☐ YES. If Yes, please provide  
☐ Supporting documentation



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## DEDUCTIONS

1. Did the Estate have deductions relating to Australian investment income?  
(eg. Bank Fees, portfolio management fees etc)
- ☐ NO.
- ☐ YES. If Yes, please provide
- ☐ Supporting documentation
2. Did the Estate pay someone other than Prestige Partners 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:**

Please provide the following information:

Full Name of Deceased:	
Date of Birth:	
Date of Death:	
Tax File Number:	

Please also supply the following:

- ☐ Death Certificate
- ☐ Probate (if applicable)
- ☐ Photo ID of Executor/s

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

1. 2024 Estate Tax Return ☐ Provided ☐ Not provided as 2025 will be the first Estate Tax Return from Date of Death