

[Date]

[Trustee Name]

[Trustee Address]

[City, State, Zip Code]

RE: Annual Taxation and Reporting Advisory for [Full Name of Trust]

Dear [Trustee Name],

As the tax year concludes, we are providing this advisory letter to outline the upcoming taxation and reporting requirements for the [Full Name of Trust]. To ensure compliance with current tax laws and filing deadlines, please review the following key areas:

1. Federal and State Tax Filings

The Trust is required to file an annual Fiduciary Income Tax Return (Form 1041). Please provide all records of income earned, including interest, dividends, capital gains, and rental income, as well as documentation for any deductible expenses incurred by the Trust.

2. Beneficiary Distributions (Schedule K-1)

Any distributions made to beneficiaries during the tax year must be reported. The Trust will issue Schedule K-1s to beneficiaries, reporting their share of the Trust's income, which they must include on their personal tax returns.

3. Reporting Deadlines

The filing deadline for the Trust's tax return is [Insert Date, e.g., April 15th]. If an extension is required, please notify our office no later than [Insert Date].

4. Required Documentation

Please submit the following documents to our office by [Insert Date]:

- Brokerage statements (1099s)
- Records of Trust expenses and trustee fees
- Records of distributions made to beneficiaries
- Any changes to the Trust Agreement or Trustee appointments

5. Legislative Changes

[Optional: Insert brief mention of any specific new tax laws or changes affecting trusts for the current year].

Please contact our office at [Phone Number] or [Email Address] to schedule a meeting to review these requirements or to deliver your documentation.

Sincerely,

[Your Name/Firm Name]

[Title]