

PREPARING 1041 RETURNS

The 1041 tax application provides a large number of defaults. You can customize your 1041 tax return preparation by selecting return and print options, and compute options.

You can enter income and deductions detail or just a total override.

Distributions to beneficiaries can be entered as either a percentage or a dollar amount.

Customized beneficiary messages can be created.

TOPICS

- General Information (page 2)
- Income and Deductions (page 6)
- Beneficiary Distributions (page 16)
- Beneficiary Messages (page 24)
- Special Allocations (page 26)
- Estimates and Penalties (page 27)
- 5227 Returns (page 30)
- 1041A Returns (page 33)
- State Returns (page 35)
- K-1 Review (page 36)

GENERAL INFORMATION

Use the **General Information** folder to enter basic return data and select your default return and print options.

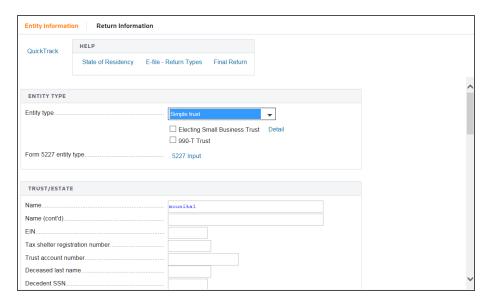


Figure 1

On the **Entity Information** screen, enter the **Entity Type** at the top of the screen. You can read the list to see all options that are available. If no type of entity is selected, the system defaults to *Simple trust*.

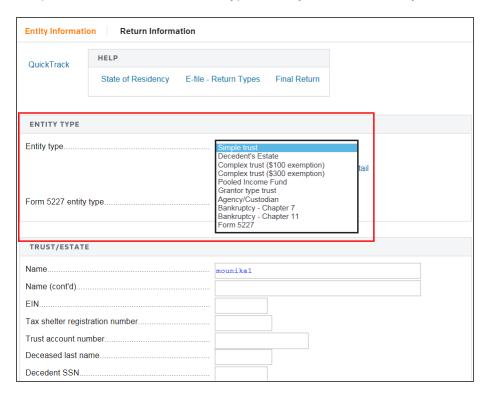


Figure 2

Select **Return and Print Options - Irrevocable** from the menu. You have a large selection of return options to choose from in the **Return and Print Options** folder. With these, you can customize the preparation and print of your 1041 returns.

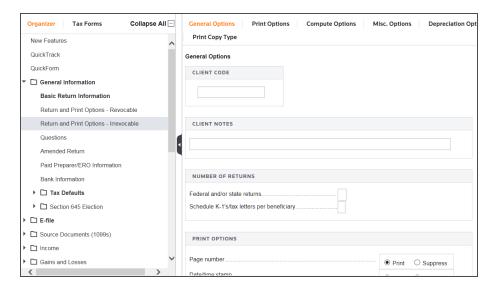


Figure 3

Most options can be set as tax defaults for the entire account. If defaults have been set, they will appear when you compute the return unless you override them on these tabs. If you make no entries and set no defaults, the system uses its own defaults for that item. You should review these screens carefully to take advantage of the many options available for fiduciary tax returns.

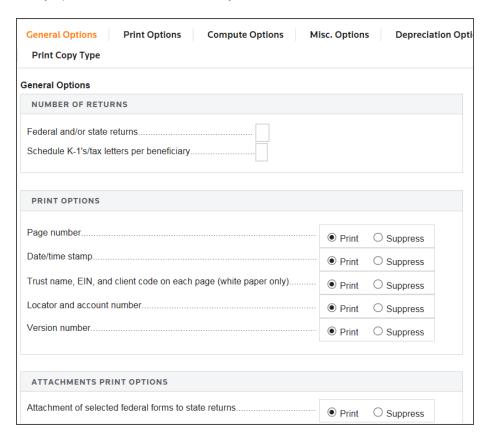


Figure 4

Use the **Distribution Options** tab to determine how you want loss and credit items distributed for irrevocable accounts. The system default is to retain these items in the trust.

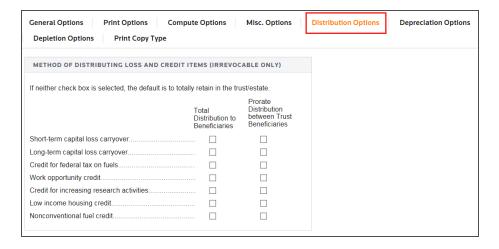


Figure 5

INCOME AND DEDUCTIONS

The **Income** folder contains a subfolder for each income item on the 1041 return. These folders are organized in the same order they are found on Form 1041. To enter detail for income items, select **Income > Income**.

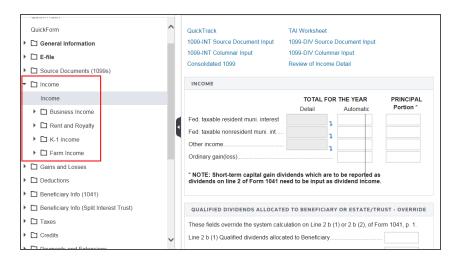


Figure 6

You can enter detail for income items or an override amount. To enter detail, select the gray box for the item you want to detail. You can also select the **Tax-Exempt Income** or **Nondistributive Income** tabs to enter amounts, as shown below.

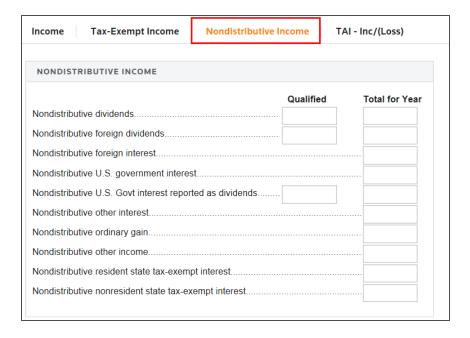


Figure 7

The detail drill-down hyperlinks (bent blue arrows) take you to a new screen to enter detail information for the selected item.

On the Income > Income screen, click the Review of Income Detail link to access the detail screen.

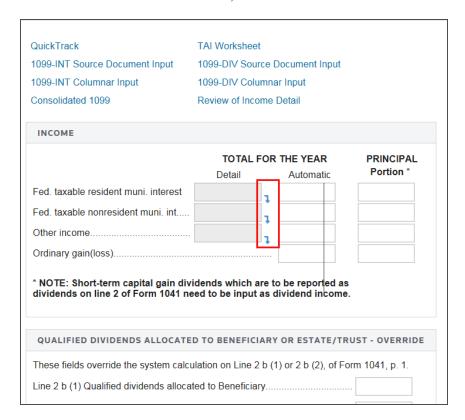


Figure 8

The descriptions and amounts you enter will print on a detail whitepaper statement. To indicate that an item should be excluded from start-over states, enter an *E* in the right column. A *C* in the right column indicates that the item should go to the California state return only. If this field is left blank, the item goes into the federal calculations and all states.

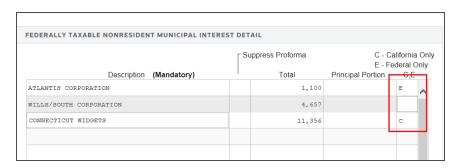


Figure 9

Each income activity has its own folder and separate set of subfolders. This enables you to keep all information for a particular activity together.

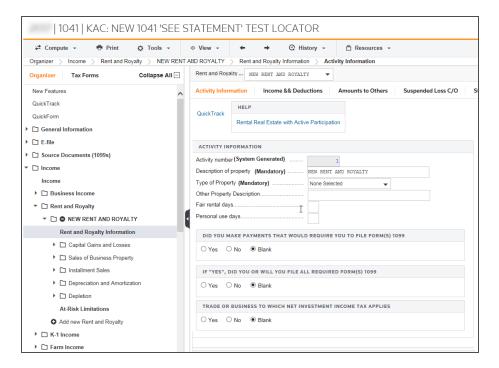


Figure 10

You must assign a description to each activity (mandatory).

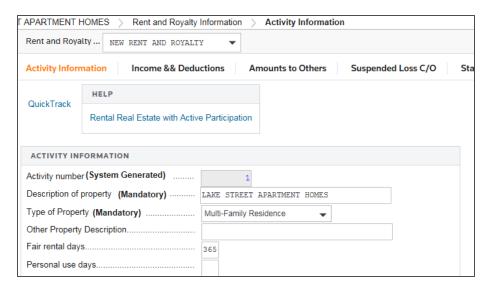


Figure 11

Also on the **Activity Information** tab, select the mandatory **Type of Property**. The system automatically generates the **Activity Number**.

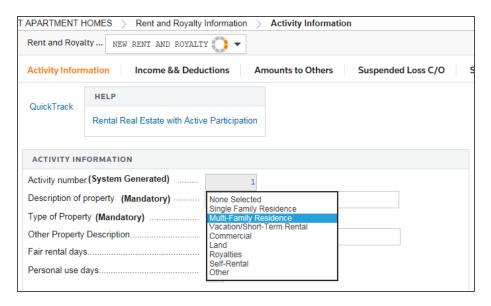


Figure 12

You can also select how you want this activity treated for state taxation purposes. The default is to include the activity in the federal and state returns by scrolling down to the **Type of Activity** section and select one of the option buttons.

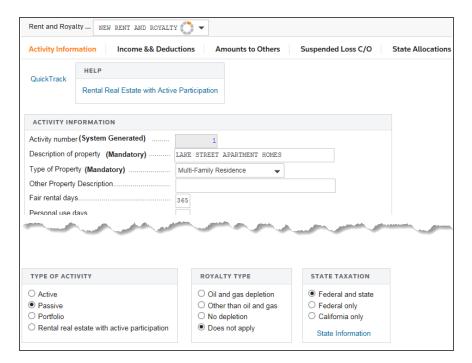


Figure 13

Notice the tabs across the top of this form. To enter income and deductions and additional information for this activity, select the applicable tabs.

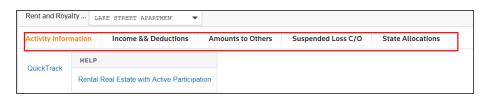


Figure 14

The check boxes shown provide special options.

- Activity is held for Investment: The system carries rent and royalty income, investment interest expense, and other investment expenses related to the computation of net investment income.
- Activity was fully disposed of during the current year: The system fully recognizes all gain or loss realized on the disposition with no limitation.
- **Income from this activity is non-distributive**: All amounts from this activity included in the calculation of distributable net income will be treated as non-distributive.
- Other check boxes for special options are also available on this screen.

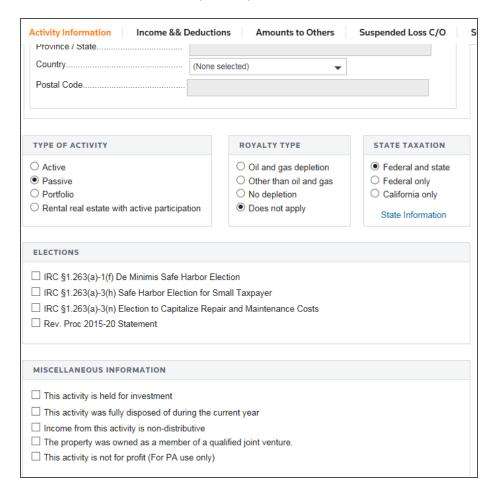


Figure 15

The residency status you select here is not used in determining the amounts that carry to the attached state returns. To enter state information, select the **State Information** link.

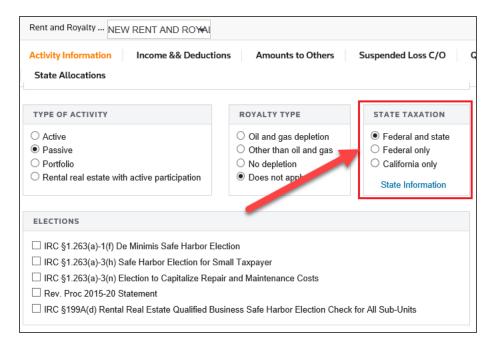


Figure 16

When you click the **State Information** link, you see the screen where you can enter information for state activity in relation to this activity. Your entry in the **State Residency** list box is used in conjunction with the passive/active detail statement generated from the **Print Options** tab on the **General Information > Return Print Options > Irrevocable** screen.

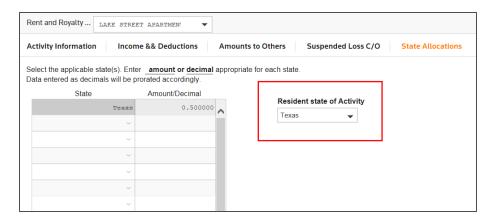


Figure 17

Capital gains (losses) related to an activity should be entered in the **Capital Gain (Loss)** folder for that particular activity.

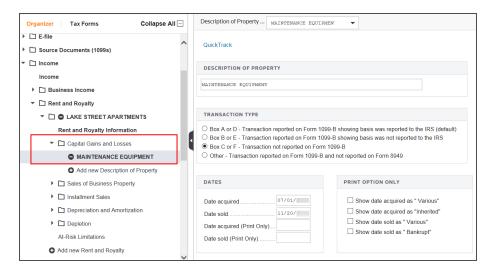


Figure 18

Each activity has a **Depreciation and Amortization** folder used to tie assets and related depreciation information to the selected activity.

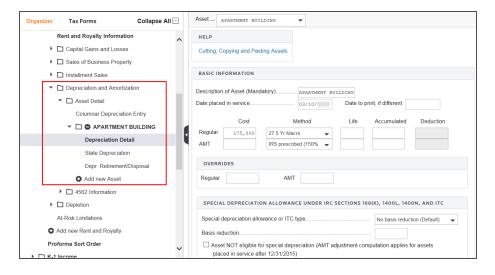


Figure 19

To assist you with entering K-1 data in the **Income and Deductions > K-1 Income** folder, the line items from Schedule K-1 are listed. Note the line numbers outlined below.

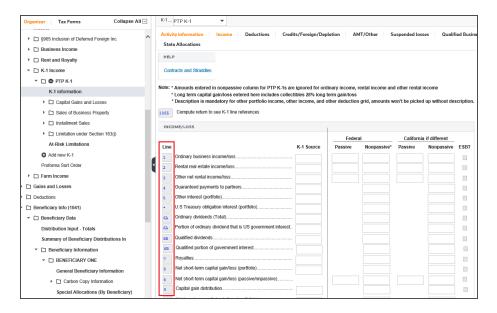


Figure 20

Income and loss amounts entered on the **K-1**, **Page 1 and 2** tabs are netted with other amounts from these screens. The result of this calculation is the operating income or loss from this activity.

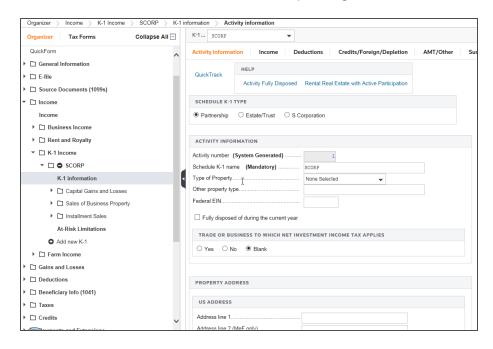


Figure 21

The following K-1 items are netted with income (loss) amounts to calculate operating income (loss):

- · Rental real estate income (loss)
- · Other rental income (loss)
- Other income (expenses)
- Depreciation
- · Depletion and Amortization.

BENEFICIARY DISTRIBUTIONS

Use the **Beneficiary Info** folder to indicate the total distributions to all beneficiaries, identify each beneficiary, and indicate the amounts of income and/or capital gains distributed to each beneficiary.

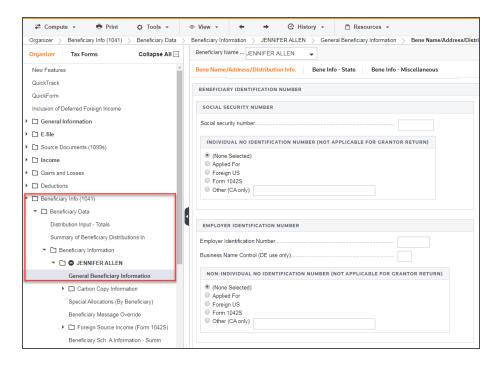


Figure 22

The system automatically retains all capital gains (losses) within the trust/estate except when one or more of the following occurs:

- A trust/estate is terminated.
- · A capital gain distribution is made.
- A special allocation of capital gains (losses) is made.
- An option has been selected to distribute capital loss carryovers.

Use the **Beneficiary Info > Beneficiary Data > Distributions Input - Totals** screen to enter the total income and capital gains to be distributed. Entries must be made on this screen if amounts are being distributed to beneficiaries.

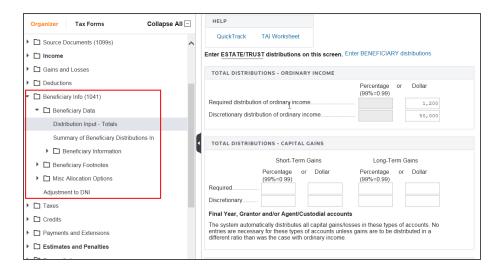


Figure 23

The amounts or percentages entered on the **Distributions-Totals** screen are the totals for the entire trust and refer to the distribution of Distributable Net Income (DNI) exclusive of capital gains. In the percentage fields, enter 100 for 100%; 1.0 will be computing as 1%.

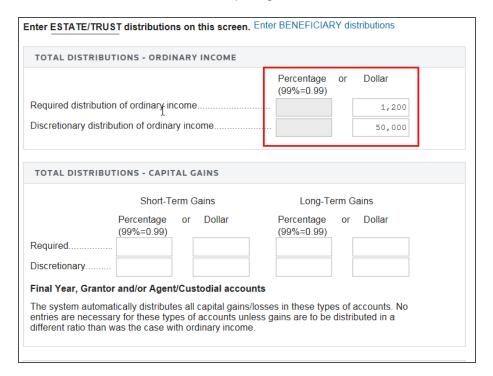


Figure 24

For simple trusts, grantor trusts, agent/custodian accounts, and final year returns, 100% must be entered for the Required Distribution of Income, since all income must be distributed currently.

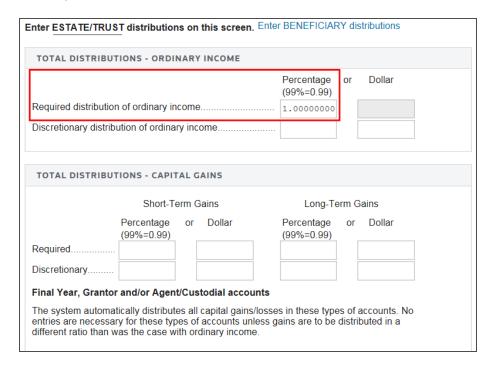


Figure 25

This is the total distribution for all the beneficiaries combined; the remaining income will be retained in the trust.

For final year returns and revocable accounts, capital gains are automatically distributed (100%) to the beneficiaries using the same ratios as income distributions. No entries are required here. Capital gains are distributed to beneficiaries using the income distributions ratios unless entries are made on the individual beneficiaries' **Bene Name/Address/Distribution Info** screen.

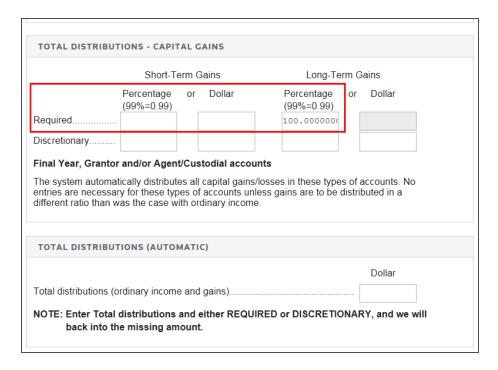


Figure 26

The **Beneficiary Information** folder contains sets of subfolders for each beneficiary. Select a tab in the **General Beneficiary Information** folder to enter individual beneficiary information and distributions.

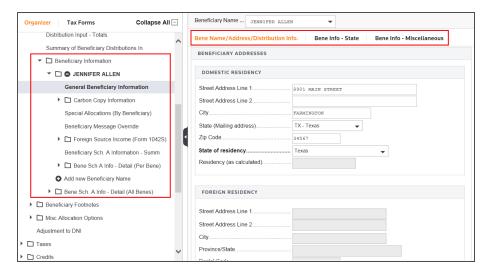


Figure 27

Use the **Bene Name/Address/Distribution Info** screen to enter this beneficiary's share of the required and discretionary distributions which were entered on the **Distributions-Totals** screen. Percentages entered here represent what percentage of the total required/discretionary distribution this beneficiary is to receive.

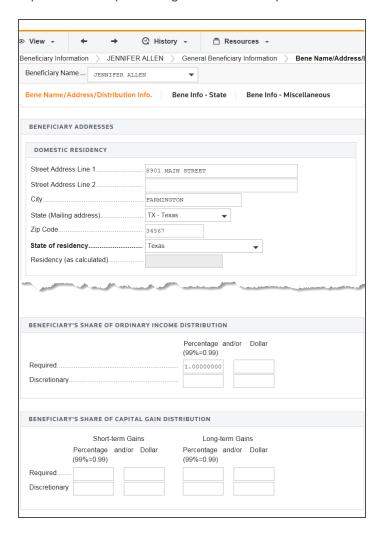


Figure 28

The sum of all beneficiary percentage entries for each category of distributions (required/discretionary) must add up to 100%; otherwise, the system will prorate the percentage entries among the beneficiaries.

State Tax Information

The system uses the resident state selected to determine the following:

- beneficiary state messages for Schedule K-1 and/or tax letters
- answers to residency questions on certain state returns
- · resident versus nonresident beneficiary status for certain state returns
- state name to be printed in the body of the beneficiary letter, if any.

On the **Bene Name/Address/Distribution Info** tab, choose the state of residence for each beneficiary. If no resident state is selected, the system default is to use the same resident state as the fiduciary.

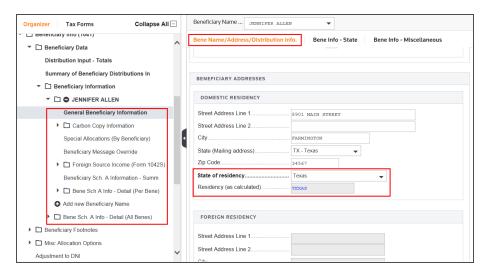


Figure 29

BENEFICIARY MESSAGES

You can use the system-generated beneficiary message or create your own customized message for each beneficiary. To customize your message, select the **Beneficiary Message Override** screen from the **Beneficiary Info (1041) > Beneficiary Data > Beneficiary Information** folder.

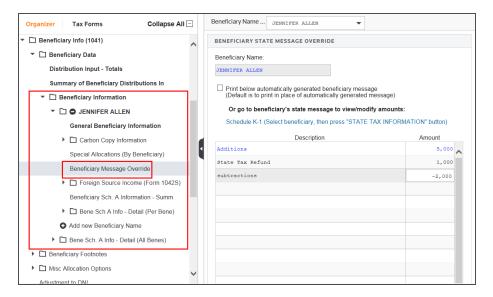


Figure 30

The custom message can be printed instead of or in addition to the automatically generated message on the state tax information portion of the Tax Information Letter or Grantor Letter. The state tax information portion of a Tax Information Letter or Grantor Letter provides information that the beneficiary reports on the personal state income tax return. This information includes adjustments to federal amounts (for adjustment states) plus other types of information.

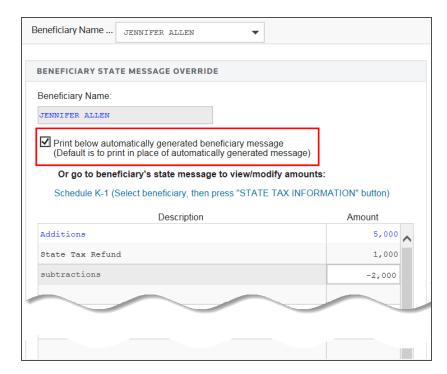


Figure 31

Enter the descriptions and amounts as you want them to appear on the letter. If you want to print this information in place of the automatically generated message, select the print option at the bottom of the screen.

SPECIAL ALLOCATIONS

The **Special Allocations** folder provides an option that will only be used occasionally. Most returns do not need to be specially allocated. The primary reason to specially allocate a return is the death of a beneficiary who is to receive a specific bequest from a will.

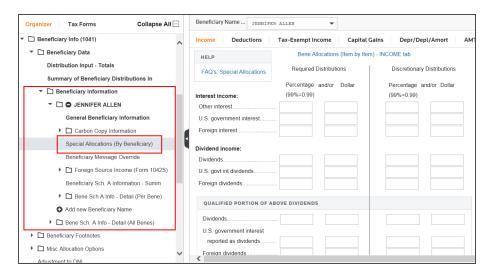


Figure 32

ESTIMATES AND PENALTIES

Use the **Estimates and Penalties** folder to select your compute and print options for estimates and underpayment/late filing penalties on a return-by-return basis. These options may also be set up in Tax Defaults.

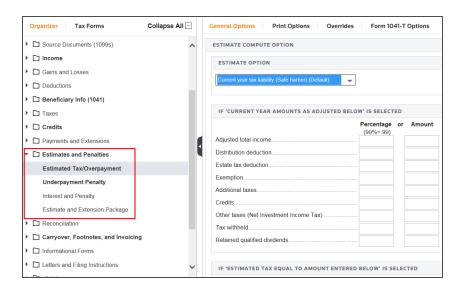


Figure 33

Choose the option for the computation of estimated tax on the **Compute Option** tab. An override for the estimated tax amount can also be entered here. Use the tabs to select additional options for estimates and penalties.

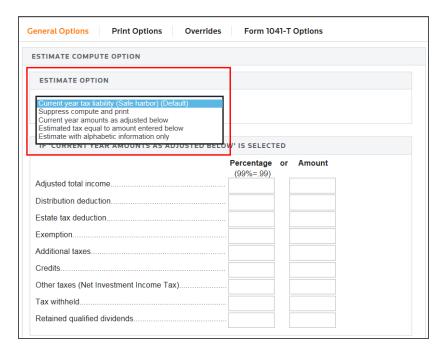


Figure 34

On the **Underpayment Penalty** screen, you may select various options for the computation of Form 2210. The system default is to compute and print Form 2210 if it is applicable in the return.

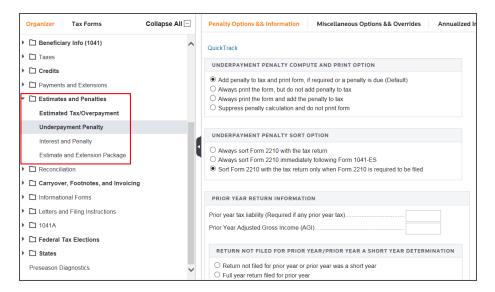


Figure 35

If the return is being filed late, it may need interest and penalties computed. On the **Interest and Penalty** screen, select the interest and/or penalties to be computed.

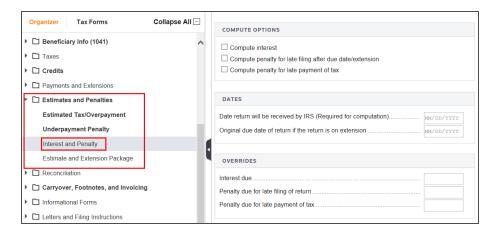


Figure 36

After you select the interest/penalties to be computed, you **MUST** enter the **Date return will be received by the IRS** on the **Interest and Penalty** screen.

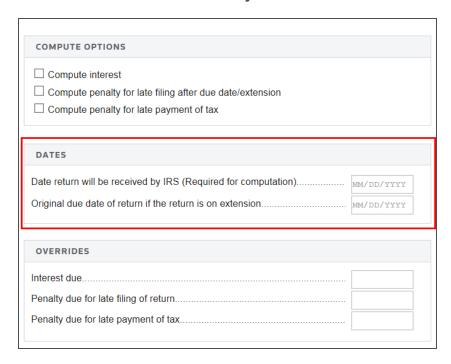


Figure 37

5227 RETURNS

To generate 5227 returns, you must choose *Form 5227* as the **Type of Entity** on the **Entity Information** tab in the **General Information > Basic Return Information** folder. Then select **Compute > Full Recompute**.

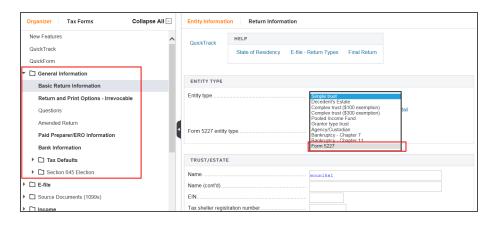


Figure 38

To generate a Schedule K-1 for a 5227 return for Charitable Remainder Unitrust or Charitable Remainder Annuity Trust, you must make appropriate distribution entries on the **Distributions-Total-Form 5227 Unitrust** and **General Beneficiary Information** screens in the **Beneficiary Info (Split Interest Trust) > Beneficiary Data** folder.

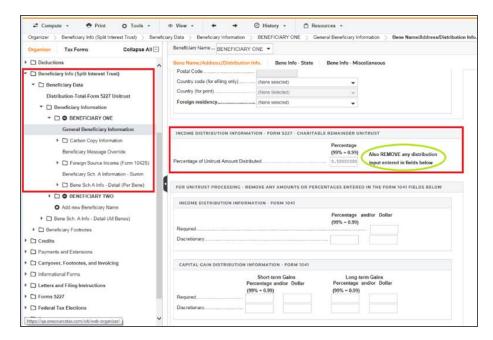


Figure 39

For all Charitable Remainder Unitrusts (CRUTs), enter the applicable percentage in the **Required Distribution** field. For all Charitable Remainder Annuity Trusts (CRATs), enter the annuity amount in the **Required Dollar Distribution** field.

On the **Entity Information** screen in the **Form 5227 > Split-Interest Trust** folder, you must select a **Type of Entity** and fill in the appropriate information for the Charitable Remainder Annuity Trust / (Unitrust).

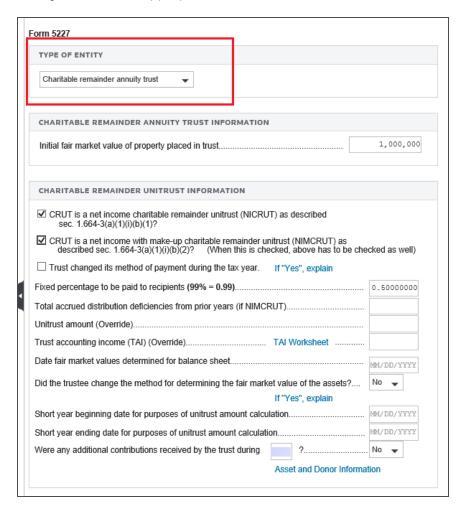


Figure 40

On the **General Info/Options** form under **Form 5227 > Split-Interest Trust** folder, you should review the print and compute options.

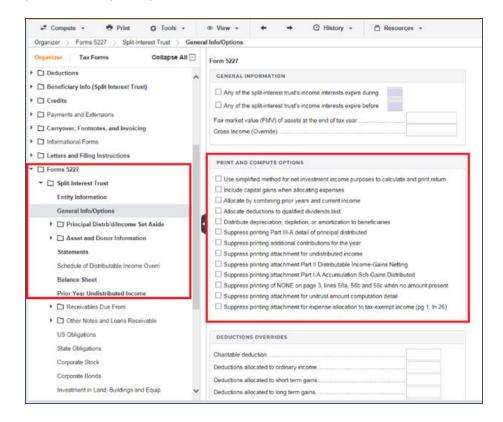


Figure 41

1041A RETURNS

Since 1041A is no longer filed with the 5227, the **Type of Entity** selected under **General Information > Basic Return Information > Entity Information cannot** be a 5227.

To generate or file a 1041A return, check to see if there is a charitable deduction in **Deduction > Deductions > Charitable Deduction**. Make sure that you select the check box **To generate Form 1041A**, and click the **1041A Information** button.

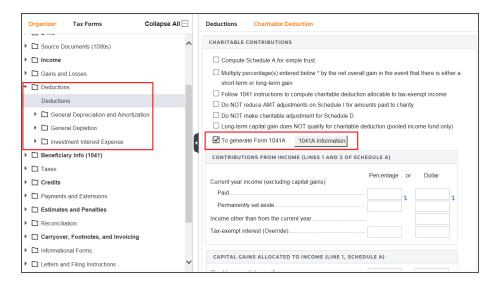


Figure 42

The following screen appears (you can also get to this screen through the navigation tree: **1041A > General Information/Options**). Note that the check box to generate Form 1041A is already selected.

Use this screen to review the print and compute options for Form 1041A.

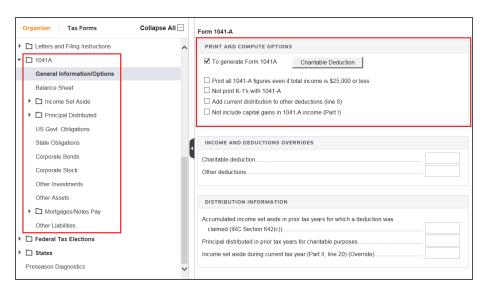


Figure 43

STATE RETURNS

Scroll to the bottom of the Organizer tab to the **States** folder. Select **Add/Delete States**, select the state(s) you want to include in the return by checking the applicable state boxes, and select the **Resident/Nonresident** status for the state(s).

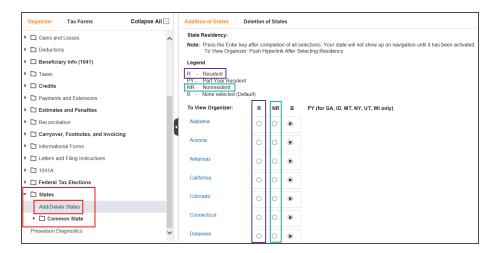


Figure 44

All applicable basic information entered for the federal return will be carried in automatically to the states.

K-1 REVIEW

K-1 Review produces a schedule used to tie amounts distributed on Schedule K-1 back to Schedule B. From Schedule K-1 in **Tax Forms > Federal**, select an income amount to access the K-1 Tax Review workpapers.

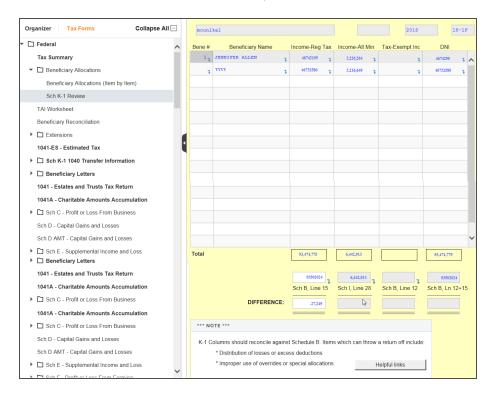


Figure 45

Some of the items included in the workpaper are Schedule K-1 income for regular tax purposes, Schedule K-1 tax-exempt income, and Schedule B regular distribution deduction.

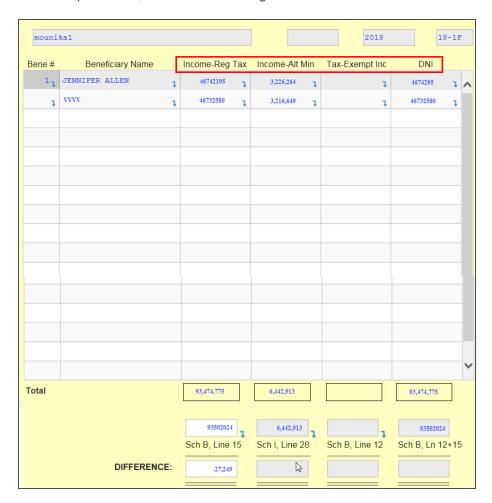


Figure 46

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