Trust Tax Calendar

A practical deadline tracker for trustees handling Form 1041, K-1s, estimated taxes, records, and annual beneficiary communication.

How to use this calendar

Use this as a working checklist. Add exact dates to your calendar, assign the CPA/accounting owner, and store every filed return, K-1, notice, extension, and payment confirmation in the trust records. TrustOffice can help you track the tasks; your CPA or tax attorney should confirm the legal/tax answer for your specific trust.

Key assumption: this checklist uses the common calendar-year trust pattern. Some trusts use a fiscal year, and some state deadlines differ. Verify before relying on any deadline.

Timing	Trustee action	Why it matters
January	Confirm prior-year income, distributions, CPA engagement, beneficiary contact details, and missing records.	Avoids a March/April scramble and keeps K-1 delivery clean.
January–February	Gather brokerage statements, bank statements, income records, deductible expenses, trustee fees, legal/CPA invoices, and distributi	Form 1041 accuracy depends on complete records.
February	Confirm whether income was retained by the trust or distributed/passed through to beneficiaries.	Determines whether the trust pays tax or beneficiaries report income
March	Review draft Form 1041 and Schedule K-1s with CPA. Confirm beneficiary names, SSNs/EINs, addresses, and allocation percentage	Prevents incorrect filings and beneficiary confusion.
April 15	Calendar-year Form 1041 due date and common first estimated tax payment date. File extension if needed.	Missing the date can create penalties and angry beneficiaries.
April–May	Send K-1s and beneficiary explanation. Store proof of delivery and copies in the trust records.	Beneficiaries need K-1s for personal returns. Documentation protects
June 15	Second estimated tax checkpoint/payment if required.	Keeps the trust from underpayment penalties.
September 15	Third estimated tax checkpoint/payment; also common extended return deadline checkpoint.	Good time to confirm year-to-date distributions and retained income.
October	If an extension was filed, confirm final return status and all K-1 delivery is complete.	Extension to file is not a payment extension. Confirm no loose ends.
December	Meet with CPA/advisor before year-end distributions. Decide whether to distribute or retain income.	Year-end decisions can materially affect who pays tax and at what ra
Ongoing	Log distributions, tax notices, CPA correspondence, and document uploads as they happen.	Tax compliance is much easier when records are contemporaneous.

TrustOffice setup checklist

Done?	Setup item
■	Create tax-filing tasks for Form 1041, K-1 review, K-1 delivery, estimated tax checks, and year-end tax planning.
■	Upload trust instrument, EIN letter, prior returns, CPA engagement letter, brokerage statements, and bank statements to the vault.
■	Tag documents by tax year or use a consistent naming convention: YYYY - Trust - Document Type.
■	Record beneficiary contact information before K-1 season.

Done?	Setup item
■	Log every distribution with date, amount, beneficiary, purpose, and supporting resolution/minutes.
■	Store CPA emails, IRS/state notices, payment confirmations, and extension confirmations.

This is not tax advice. It is an administrative checklist to help trustees ask better questions, avoid missed deadlines, and keep clean records.