

Schedule CC Instructions

Information Required When Requesting a Closing Certificate

Electronic Filing Schedule CC and required documents may be filed electronically directly from the department's website. Complete filing instructions and system requirements are available at [revenue.wi.gov](https://www.revenue.wi.gov).

Note Do NOT file Schedule CC as an attachment to Wisconsin Form W-RA.

Paper Filing Mail Schedule CC and enclosures to the following address. (Do **not** staple Schedule CC and enclosures together. Stapling will delay the processing of Schedule CC.):

Wisconsin Department of Revenue
PO Box 8918
Madison WI 53708-8918

Closing Certificate will generally be issued within 120 days.

Estates The department will issue a Closing Certificate for Fiduciaries to an estate only in cases where a Wisconsin Probate Court requires a certificate to close a proceeding. The Closing Certificate may be issued in the year prior to the final year of the estate to expedite the closing of the estate. The receipt of the Closing Certificate does not relieve the estate from the responsibility of filing a final return.

An estate must file a Wisconsin Form 2 if the estate has \$600 or more annual gross income. Nonresident estates must file Wisconsin fiduciary returns if they have gross income of \$600 or more from Wisconsin sources. Gross income means all income, before deducting expenses, reportable to Wisconsin which is received in the form of money, property or services. It does not include items which are exempt from Wisconsin tax.

Complete Part I of Schedule CC and sign at the bottom of page 2. Enclose copies of the inventory and will, including any codicils, as well as the information requested in Part I of Schedule CC.

Trusts A Closing Certificate for Fiduciaries is issued to a trust only when the trust is under the supervision of a Wisconsin Probate Court. The court requires the department to verify that a trust under their jurisdiction has filed all tax returns and paid all taxes before releasing the trustee and allowing the trust to close. The Closing Certificate for Fiduciaries is the document that is used by the department to inform the court that all tax returns have been filed and all taxes paid.

The Closing Certificate may be issued in the year prior to the final year of the trust to expedite the closing of the trust. This does not relieve the trust of the requirement to file a final return.

Complete Part II of Schedule CC and sign at the bottom of page 2. Enclose copies of the trust instrument and any amendments, a statement as to why the trust is closing, and copies of the annual court accountings for the previous 3 years. If annual accountings have not been filed with the court, provide verification that the court requires the Closing Certificate for Fiduciaries to close a proceeding.

For additional information and tips on preparing Schedule CC and how to avoid common errors, see the Estates and Fiduciaries common questions on the department's website at: <https://www.revenue.wi.gov/Pages/FAQS/ise-estate.aspx>.

Third Party Designee If you want to allow a tax preparer or tax preparation firm, family member, friend, or any other person you choose to discuss your 2018 Wisconsin Schedule CC with the department, check "Yes" in the "Third Party Designee" area of Schedule CC. Also, fill in the designee's name, phone number, and any five digits the designee chooses as his or her personal identification number (PIN).

If you check "Yes," you are authorizing the department to discuss with the designee any questions that may arise during the processing of your request for a Closing Certificate. You are also authorizing the designee to:

Give the department any information missing from Schedule CC,

Call the department for information about the processing of Schedule CC, and

Respond to certain department notices about issues and errors in filing Schedule CC.

You are not authorizing the designee to receive any refund check, bind you to anything (including any additional tax liability), or otherwise represent you before the department. If you want to expand the designee's authorization, you must submit Form A-222, *Power of Attorney*.

The authorization will automatically end one year after the department receives the Schedule CC.

Tips for Preparing Schedule CC, *Request for a Closing Certificate for Fiduciaries*

- If probate doesn't require a Closing Certificate, do not file a Schedule CC.
- The decedent's name should be entered as requested (last name, first name, middle initial). For example, do not enter "Estate of John Doe" or "Jon Doe Estate."
- Do NOT truncate the decedent's social security number.
- The certificate will be mailed using the name and address exactly as entered at the top of Schedule CC. Make sure this information is correct, current, and consistent. For example, do not enter the attorney's name with personal representative's address.
- Enter the name of the county of jurisdiction, not a numerical code.
- Enter the probate case number.
- For an estate, always enter the decedent's complete social security number and FEIN, date of death and the county of jurisdiction.
- For an estate, be sure to complete line 4 of Schedule CC if the decedent has not filed tax returns for any of the four preceding taxable years.
- Include copies of the probate inventory and will, if there is one. If sending them as PDF files, please make sure your software supports this.
- Be sure to use the correct mailing address (PO Box 8918, Madison, WI 53708-8918).
- Do not send Schedule CC with Form W-RA or Form 2. Only use Form W-RA to paper file required attachments when Schedule CC is filed electronically.
- Unless requested by DOR, do not include a cover letter.