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**Please note that there are personalized documents which are included in the Executor's Aide program that should accompany this Workbook**



## Executor's Aide Workbook "Terms of Use"

The Executor's Aide workbook is provided to you as a source of information and resource to assist you in the Estate Administration process. The content is generic and **may not apply** to the Estate that you are Administering.

All content contained in the workbook - including information, links, letters, and forms - *is not to be considered legal or financial advice*. Such advice should only be obtained from professionals licensed in your jurisdiction (Province or State).

While care is taken to ensure the content is accurate and factual, including periodic review for accuracy and applicability, Progressive Estate Solutions Inc. and your Funeral Service Provider assume no liability for inaccurate information or content.

This workbook is provided for your exclusive use, solely for the Estate specified in documentation with your Funeral Service Provider. This Workbook and any copyrighted materials, may NOT be shared with other individuals, unless they are assisting in the Administration of the same Estate. Should other individuals require assistance with a different Estate, please refer them to your Funeral Service Provider for a customized solution.

**BY YOUR USE OF THIS WORKBOOK YOU ARE AGREEING TO THE TERMS AND CONDITIONS AS OUTLINED HEREIN AND WILL ABIDE BY THIS AGREEMENT.**

To summarize, you have a choice whether to use this workbook and content. Should you choose to use these tools (the Executor's Aide workbook), you are agreeing that it is a guideline to assist you with the Estate Administration process, and that Progressive Estate Solutions Inc. (and any subsidiaries) and your Funeral Service Provider will not be held liable should any of the content or information be found to be inaccurate or incorrect. You agree and understand that use of information in this workbook is at your own discretion, and you agree that Progressive Estate Solutions Inc. (and any subsidiaries) and your Funeral Service Provider assume no liability or responsibility for any consequences arising from the use thereof.

**You agree to seek professional advice for Legal, Tax, and Financial matters.**

## How to use this Workbook

***The purpose of this workbook is to assist you with organizing and performing some of the administrative tasks that are involved with Estate Administration. It is also a source of information on a variety of topics related to Estate Administration. The workbook is designed to be used as a handy reference source to help you get started – it is not intended as the definitive resource on Estate Administration.***

This workbook does **not** provide Tax and Legal information or Financial Advice and only touches briefly on these areas. If you are interested in these areas there are numerous books and manuals available from your local library or bookstore. Once again, we recommend that you always seek professional Legal and Tax advice as you may be held liable for any errors.

Each chapter includes information and checklists. The Resources section contains pre-populated Forms and Letters (names and addresses as provided by your Funeral Service Provider have been inserted for you). The Letters may be sent as provided, or can be used as a guide to write your own letters. Some Forms and Letters may require further information – generally details not provided by your Funeral Service Provider. We recommend that you photocopy the Letter/Form we have provided as you may require more than one.

A word of caution: Every Estate is unique and while we have attempted to provide some basic information to guide you through the Estate Administration process, the information may not be applicable to the Estate that you are administering.

Please note that we refer to the person who has been appointed as the deceased person's representative as the Executor.

Equivalent terms are Estate Representative, Estate Trustee, Executorial Trustee, Personal Representative, and Executrix.

The workbook is divided into the following sections:

<b>Being an Executor</b>	Explains the duties of an Executor as well as addresses some common questions pertaining to being an Executor
<b>Information</b>	Information on Estate Administration broken into key chapters: Organization, Notification, Assets, Liabilities, and Final Steps
<b>Companion Resources</b>	Includes personalized Forms and Letters.

There are dozens of tasks that must be performed to administer the 'typical' Estate. Executor's Aide will inform you as well as save you some time and effort as you perform these tasks.

# 1. Being an Executor

## A. Responsibilities of an Executor

*Your responsibility as Executor is to Administer the Estate and carry out the wishes of the deceased as stated in their Will.*

### **As the Executor you must:**

1. Identify and protect the deceased person's assets
2. Pay any debt obligations – including any Taxes
3. Distribute the assets to the beneficiaries

**You are under no obligation to act as the Executor.** If you have already started to act as the Executor and now wish to change your mind, you must formally renounce your position. To do this, you must submit the renunciation in writing to the Probate Court (or equivalent) in your province.

**As the Executor you have the right to be paid for your services.** The fees that you receive as Executor are taxable. You can also charge the Estate for any 'reasonable' expenses that you incur to Administer the Estate. Family members will often agree to administer an estate without taking a fee. You should discuss this with the beneficiaries if there is no stipulation for payment in the Will, or a court may determine the fees if no agreement can be reached. However, as the Executor you are not allowed to profit or benefit as a result of acting as the Executor – therefore you can not purchase assets, or benefit, unless you are authorized to do so or there is agreement with the beneficiaries.

**You are legally and financially accountable to the beneficiaries.** For this reason it is important that you Administer the Estate correctly. If you are in doubt about what to do, consult a professional. Reasonable fees for professional services (Legal, Tax, or Administrative) can be charged back to the Estate.

You should also be aware that you can have someone else Administer the Estate on your behalf. There are a variety of companies that offer Executor Assistance. They vary in the types of services they offer and the fees they charge. A sampling of these companies includes Banks and Trust Companies, Law Firms, Accounting Firms, and a variety of specialized Estate Administration companies.

While there is not a specific deadline for the Administration of an Estate the Beneficiaries may take legal action against the Executor if they feel that you are not performing your duties satisfactorily. Generally there is a one year grace period known as the 'Executor's year'. For most Estates you should try to have the Administration completed and the Distribution completed within this timeframe. However, some notifications will need to be done sooner; additionally, some organizations may have a much shorter timeframe for collection of benefits – as such, timely notification is important. The Notification section includes a checklist to help you get started, as well as several form letters. A "General Letter" has also been provided – this simple letter can be forwarded prior to more detailed communications.

Notes: \_\_\_\_\_

## 2. Information

### A. Organization

Organization is essential to the Estate Administration process because as the Executor you are accountable to the beneficiaries of the deceased. You may be called to account for your actions in a court of law.

At a very minimum you should be tracking your time, who you contact and when, as well as any expenses that you incur. It is much easier to take a couple of minutes to track these on an ongoing basis than it is to try to remember such details several weeks or months later.

To assist you in getting organized we have prepared a number of documents (found in the Resources section at back of this workbook).

#### Getting Started

Starting the Estate Administration process involves locating the deceased person's key documents. Depending on the person's organizational disposition, and the complexity of the Estate, this may be a relatively simple or more time consuming task.

Ideally these documents will be located in a desk or safety deposit box. Other areas to check include:

- Wallet/purse
- Mail/Statement area at home
- Office (either at home or work)
- Computer (spreadsheet or financial programs are particularly helpful)
- Nightstand or Bedroom drawers

Don't forget that there may be a close family member, or friend, that may be able to point you in the right direction.

Advisors that you will need to contact include the deceased person's:

- Financial Institution – you may want to discuss opening an Estate bank account at the same time
- Lawyer
- Accountant
- Investment Advisor(s)
- Insurance Broker

We recommend that you group all statements/documents into the following categories:

- Notify
- Assets
- Liabilities
- Final Steps

#### Key Information

One key document you will need to apply for is an official Death Certificate which is usually issued by your Provincial Vital Statistics or Registrar. This is not to be confused with the 'Funeral Director's Statement of Death' or 'Proof of Death certificate' which was issued by your Funeral Home. The Funeral Home issued certificate can be used in most cases, however some organizations will require the government issued Death Certificate. You should apply as soon as possible as the delay in some provinces can be quite long.

Assets of the deceased are immediately frozen until Probate is granted. In the interim it may be necessary to arrange for ongoing money for any dependant survivors (spouse, ex-spouse, partner, or dependant children) of the deceased. Key sources of money that are not frozen are joint bank accounts, Life Insurance policies that name the dependant as a beneficiary, RRSP/RRIF's that name the dependant as the beneficiary, as well as government and private Survivor's Pension Benefits or Death Benefits. A loan may also be available using any properties held jointly with the dependant as collateral. If these funds are insufficient the Executor may have to arrange for a loan for the survivor until the Estate assets can be distributed.

If you are unsure of whether probate applies in the case of the Estate you are Administering please see the Probate Information Page in the "Being an Executor" Section of this Workbook.

### Action Items – Organization Checklist

- ☒ Locate and review the Will
- ☒ Obtain funeral director's statement of death
- ☒ Apply for provincial Death Certificate
- ☒ Pay funeral expenses
- ☒ Locate and review the personal papers of the deceased to help identify beneficiaries (Individuals, charities and Institutions), contacts, assets and debts, as well their personal advisors (Financial/Investment, Legal, Tax)
- ☒ Ensure all Legal Documents are secured in safety deposit box
- ☒ Contact the Public Trustee (or equivalent) if Beneficiaries include minors or mentally incompetent individuals
- ☒ Determine any immediate cash requirements of dependant beneficiaries and sources available
- ☒ Keep the beneficiaries informed as to the progress of administering the estate
- ☒ Meet with the Financial Institution to:
  - Verify whether they will require the Will to be probated before transferring assets
  - Deposit any outstanding cheques (government, pension, dividend, interest, etc.)

- Prepare an inventory of the contents of the safety deposit box
- Transfer contents to new safety deposit box if necessary
- Determine whether any outstanding loans or mortgages were life insured
- Review and cancel any automatic withdrawals or payments that should not continue
- Request documentation for all transactions by the deceased for a given period (3 months) and ensure there are no irregularities
- Close bank accounts and transfer balance to a new estate bank account. If joint accounts, with right of survivorship, provide financial institution with death certificate and request transfer to surviving joint tenant
- ☒ Meet with a Lawyer to get advice on:
  - Time periods or restrictions imposed on distribution of the estate (pending/future litigation or family law considerations)
  - Probate procedures and your role as Executor
  - Establishing any trusts provided for in the Will

### Supporting Documents that follow in the Resources section of the Workbook

Key Documents Checklist

Contact Sheet

Beneficiary Contact Sheet

Time Sheet

Expense Sheet

Notes: \_\_\_\_\_

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## B. Notification

Whether it is required by law or as a courtesy there are numerous organizations or people that you should notify about the death.

As an Executor's Aide client, the Credit Reporting Agencies (Equifax and TransUnion) have been notified under the Estate Fraud Protection component of the service, per your authorization. While the Ministry of Health (or equivalent) may have been notified either as part of the Death Registration process in your Province, or the Estate Fraud Protection component of the service, most provinces still require you to return the deceased person's Health Insurance/Access Card.

Several forms and letters can be found in the Resources section of this workbook. Please note that some of these documents may have been given to you earlier by your Funeral Service Provider. Designed to make the Notification process easier, the documents are pre-populated with key information (names and addresses) entered by your Funeral Service Provider when your account was set up – *you should verify this information to ensure that it is accurate.*

We suggest making photocopies of the documents and then filling in necessary information. Again, you should verify pre-populated information for accuracy.

Some of the letters also request that the organization inform you if there are any entitlements owing to the Estate as a result of the death – examples include the Credit Card and Employer letters. It is recommended that you correspond in writing as these entitlements, or other details, may be overlooked if you phone the organization.

Please note that some tasks may be referred to in other sections of the workbook as they also relate to those areas. For example, the deceased person's Financial or

Investment Advisor is also included under "Assets of the Deceased", as you would be having additional contact with them to enquire as to the Assets of the Deceased.

**Notification Checklist** (see Resources section for a copy of the checklist in chart format)  
*The following list assumes that you have met with the Financial Institution and completed the items in the Organization chapter.*

- ☒ HRSDC to cancel any OAS and CPP payments or deposits and apply for CPP Death and Survivors Benefits
- ☒ Canada Revenue Agency to cancel and recalculate Child Tax and GST Tax credits
- ☒ Veterans Affairs to cancel any veteran related payments and apply for any veteran related Death or Survivors benefits
- ☒ Department of National Defense – if the deceased was a former service-person
- ☒ Social Insurance Register to cancel the deceased's SIN
- ☒ Foreign Affairs Passport division to cancel the deceased person's Passport
- ☒ Immigration Affairs to cancel Permanent Resident card
- ☒ Indian Affairs to cancel Indian Status card
- ☒ Elections Canada to remove the person from the voters roll

*Please note that some of the Federal notifications above can be completed by calling Service Canada at 1 800 O-Canada (1 800 622-6232).*

- ☒ Foreign Consulate to cancel foreign pension payments, Foreign Passports or identity documents and apply for any death benefits
- ☒ Provincial Ministry of Transport (or equivalent) to cancel drivers license



- ☒ Provincial Ministry of Health (or equivalent) to cancel Health Insurance Card
- ☒ Any other Provincial Benefits that the deceased was receiving (Disability/Social Services etc.) to cancel payments and inquire about any Death Benefits
- ☒ Canada Post to re-direct, or hold, mail delivery if the deceased person's residence will be vacant
- ☒ Court or the deceased person's Lawyer if the deceased had any pending legal matters
- ☒ Current, and previous, employers and/or Union memberships to collect any monies owed and to determine any pension entitlements
- ☒ Life Insurance companies to start the claims process
- ☒ Pension companies to determine entitlement to benefits and options (commuted value or survivors pension)
- ☒ Pension specialist regarding whether to elect for commuted value of a pension versus survivors pension
- ☒ Credit card companies to enquire about any outstanding balances and to determine any if there are any Death

Benefit entitlements or Loyalty reward points associated with the card/balances (some require this to be done within 45 days)

- ☒ Healthcare providers including Family Doctor, Specialists, Dentist and Optometrist
- ☒ Private Health Insurance companies to cancel any coverage and automatic payments
- ☒ Landlord or Property Management company if the deceased person lived in a rental property
- ☒ Cable company to cancel service
- ☒ Telephone company to cancel service (Landline and Cellular if applicable)
- ☒ Internet Service Provider to cancel service
- ☒ Club memberships to cancel service and enquire about any refunds
- ☒ Newspaper and Magazine subscriptions to cancel subscriptions and enquire about any refunds
- ☒ Service Clubs or Fraternal Organizations to cancel membership and enquire about any Death Benefit entitlements
- ☒ Volunteer Organizations
- ☒ Alumni or School organizations

### **Links – available on the Internet**

Veteran Affairs Canada Contact Information  
 Veteran's Last Post Fund information  
 DND/CF Pension Contact Information  
 Foreign Consulate Listing  
 Canada Post Mail Re-direction Information

### **Letters available with the Workbook**

SIN Cancellation Letter  
 Canadian Passport Cancellation Letter  
 Elections Canada Letter  
 Insurance Company Letter  
 Employer Letter  
 Pension Company Letter  
 Credit Card company Letter  
 Healthcare Provider Letter

### **Supporting Documents that follow in the Resources section of the Workbook**

Notification Checklist  
 CPP Death Benefit Application  
 CPP Survivor's Benefit Application  
 CCRA Notification and Benefit re-calculation

## C. Assets of the Deceased

One of the basic functions of an Executor is to secure the assets of the deceased.

In order to maximize the value of the Assets you need to:

- Ensure that all valuables are adequately insured and are secure
- Ensure that you have applied for all benefits and money owed to the deceased which includes government death benefits, insurance and pension benefits
- Cancel and apply for refunds owing upon cancellation of memberships/subscriptions/fees
- Apply and transfer loyalty/reward points to the Estate (some require this to be done within 45 days)

### Keep in Mind

If the deceased person was living alone, and the property will remain vacant for longer than 30 days, you will need to change the insurance policy to reflect this fact. You may also want to consider installing a security alarm.

### Action Items – Assets Checklist

*The following list assumes that you have met with the Financial Institution and completed the items in the Organization chapter as well as completed the Notification chapter.*

- ☒ Complete Asset Detail List
- ☒ Secure the valuables (safety deposit box, jewellery, legal documents, property, etc.)
- ☒ Arrange for valuations of any real estate, personal property, automobiles, collectibles, etc.
- ☒ Review existing insurance coverage on assets and increase or make changes as necessary
- ☒ Arrange for new insurance coverage if any assets are not currently covered under an existing policy

- ☒ Protect any existing business interests of the deceased which may involve arranging for interim management (consulting a Lawyer is strongly recommended)
- ☒ Search for dormant bank balances
- ☒ Search for unclaimed Life Insurance Policies
- ☒ Transfer any existing Loyalty Rewards points to a new account
- ☒ You may also need to meet with the deceased person's Investment Advisor to determine:
  - Inventory of existing assets
  - Verify whether they will require the Will to be probated before transferring assets
  - Transfer of assets to Estate account or directly to beneficiary/joint account holder's name
  - Outstanding securities trades and suitability
  - Maturity dates on GICs or Bonds
  - Investment strategy for existing portfolio and adjustments if necessary
  - Periodic review of the Investments while Estate is in Administration

### Links – available on the Internet

Check for unclaimed Bank Balances  
Check for lost Life Insurance Policies  
Directory of Life Insurance Companies  
International Benefits  
Aeroplan Points Program  
Airmiles Points Program

### Supporting Documents that follow in the Resources section of the Workbook

Asset Detail List

## **D. Liabilities of the Deceased**

Another key function of an Executor is to identify and pay any creditors from the proceeds of the Assets of the Estate. Liabilities may include any outstanding personal or business loans/mortgages, credit card debts, lines of credit, and taxes owing.

As with all financial and legal matters it is advisable to consult with the appropriate professional. Remember that you could be held financially responsible for debts if you have not followed the proper procedures, or accepted standards, applicable in your province.

One of these procedures may require you to advertise for creditors. This involves advertising in a local newspaper asking that any creditors of the deceased send their claims to you by a specified deadline. Since standards are different in each province you may want to contact a local newspaper for assistance. Advertising for creditors can be an important step for you to legally protect yourself from becoming personally responsible for future claims against the Estate. Please note that this does not protect the beneficiaries, only the Executor. If you are not sure that you fully understand the deceased person's debts then it may be advisable to consider professional legal advice on whether you should advertise for creditors.

Another step you may elect to take is to get a copy of the deceased person's credit report from the Canadian Credit Reporting Agencies – namely Equifax and TransUnion. These reports will outline the deceased person's credit obligations to larger credit grantors such as financial institutions and credit card companies. Although these agencies were notified of the death (per your authorization) as part of the Estate Fraud Protection component of the service, you must request the report in writing by mail. Remember to include a copy of the Proof of Death certificate from your funeral home that states you are the Executor/Next of Kin/Declared Responsible Person.

In all cases you should not pay any creditors until you have a clear understanding of the financial aspects of the Estate – this includes all Taxes (Income, property, municipal, and foreign) owed for the prior and current tax years.

Please note: Although included in the Notification chapter we will mention again that you should contact applicable credit card companies to enquire about any outstanding balances and to determine if there are Death Benefit entitlements or Loyalty reward points associated with the card/balances (some require this to be done within 45 days).

### **Keep in Mind**

If there are not enough Assets to pay the Liabilities of the deceased then each province has a specific law stipulating the order of payment to creditors. *Typically* the order is as follows:

- Funeral Expenses
- Probate Fees
- Estate Administration Fees
- Income Taxes
- Municipal Taxes
- Other Government debts/repayments
- All other creditors

Please note that neither the Beneficiaries nor the Executor are liable for debts that cannot be paid by the Estate, provided that the Administration of the Estate complies with Provincial Laws.

If you find yourself involved in a situation where the Liabilities are greater than the Assets of the estate, it is strongly recommended that you seek legal advice as any mistakes could be extremely costly to you personally.

## Action Items – Liabilities Checklist

*The following list assumes that you have met with the Financial Institution(s) and completed the items in the following chapters: Organization, Notification, and Assets.*

- ☒ Complete Liabilities Detail List
- ☒ Review the deceased person's prior year(s) tax returns to determine if there are outstanding amounts owed,

whether there are outstanding tax returns for previous years that need to be filed, who to contact regarding the tax preparation for the current years tax return

- ☒ Obtain a copy of the deceased person's credit report from Equifax and TransUnion Canada
- ☒ Consider publishing an 'Advertisement for Creditors'

## Links – available on the Internet

Equifax Canada

TransUnion Canada

### Supporting Documents that follow in the Resources section of the Workbook

## Liabilities Detail List

Notes: \_\_\_\_\_

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

## E. Final Steps

When you have detailed the Assets and Liabilities of the deceased and performed all of the Notifications you are ready for the final steps in winding up the estate.

The greatly simplified steps for winding up the estate are:

- File Tax Returns and obtain Clearance Certificates for Tax and GST from CCRA (Canada Customs and Revenue Agency)
- Obtain Court approval (if Probate was necessary)
- Liquidate Assets
- Pay Executor Fees to your self
- Pay creditors
- Distribute remainder (personal effects, cash, securities, etc.) to Beneficiaries as specified in the Will

### Keep in Mind

If you have not already done so, now is the time to consult a Tax and/or Legal professional for advice. Your funeral home can provide you with a referral should you need one. It may also be beneficial to consult with the deceased person's previous Lawyer or Accountant to see if they can assist you (as they may be familiar with the deceased's Legal/Tax affairs).

You should obtain receipts for all personal effects, cash, securities, etc. and also include a waiver against future claims against the Estate or Executor when you deliver any bequests to the Beneficiaries.

### Action Items – Final Steps Checklist

- ☒ Provide an interim report to Beneficiaries with a summary of Assets and Liabilities
- ☒ Meet with Tax Advisor to:
  - Identify opportunities and make the appropriate elections to reduce the tax bill of the deceased, including using the spousal rollover, applying capital losses, and contributing to a spousal RRSP
  - Prepare and file any foreign tax returns
  - Prepare and file any outstanding tax returns for prior years, tax return for current year, Estate Tax Return
  - Obtain Tax Clearance Certificate and GST Clearance from CCRA

- ☒ Meet with Investment Advisor to:
  - Complete all documentation required to transfer securities
  - Initiate re-registration and transfer of securities, or arrange for sale of securities if converting to cash
  - Arrange rollover or transfer of RSP/RIF proceeds
- ☒ Consult beneficiaries regarding the distribution of the Estate and include a Statement of Accounts
- ☒ Obtain preliminary approval from the beneficiaries prior to distribution of the Estate
- ☒ Make arrangements for delivery of personal effects, cash, securities etc. to beneficiaries and obtain receipts
- ☒ Ensure that the beneficiaries waive any future claims against the Estate or Executor – in writing
- ☒ Consider donating personal effects and household items to a local charity or shelter
- ☒ Consider having an Estate Auction for property that is not bequeathed directly to beneficiaries
- ☒ Cancel the insurance on assets as they are sold or transferred
- ☒ Submit expenses and receipts that were incurred Administering the Estate
- ☒ Calculate and charge Executor's compensation (may require approval of Beneficiaries or Court)
- ☒ Settle all claims and legitimate debts with cheques drawn on the Estate bank account

- ☑ Shred all documents that are not needed for Tax or Estate Administration
- ☑ Write to beneficiaries with a final report on the Administration of the Estate

Canada Revenue Agency - Information for Executors  
Canada Revenue Agency - Tax Information for Executors

### **3. Resources**

#### ***A. Checklists and Worksheets***

## Duties of an Executor – Master Checklist

*NOTE: Provided for informational purposes only. Clients are urged to seek specific legal advice on matters of concern and not rely solely on the text of this document.*

***Please see corresponding chapters for detailed information, steps and checklists.***

### Organization:

- ☐ Locate and review the Will
- ☐ Obtain funeral director's statement of death
- ☐ Apply for provincial Death Certificate
- ☐ Pay funeral expenses
- ☐ Locate and review the personal papers of the deceased to help identify beneficiaries (Individuals, Charities and Institutions), contacts, assets and debts, as well their personal advisors (Financial/Investment, Legal, Tax)
- ☐ Ensure all Legal Documents are secured in safety deposit box
- ☐ Contact the Public Trustee (or equivalent) if minors or mentally incompetent person(s) are beneficiaries
- ☐ Determine any immediate cash requirements of dependant beneficiaries and sources available
- ☐ Keep the beneficiaries informed as to the progress of administering the estate
- ☐ Meet with the Financial Institution to:
  - Verify whether they will require the Will to be probated before transferring assets
  - Deposit any outstanding cheques (government, pension, dividend, interest, etc.)
  - Prepare an inventory of the contents of the safety deposit box
  - Transfer contents to new safety deposit box if necessary
  - Determine whether any outstanding loans or mortgages were life insured
  - Review and cancel any automatic withdrawals or payments that should not continue
  - Request documentation for all transactions by the deceased for a given period (3 months) and ensure there are no irregularities
  - Close bank accounts and transfer balance to a new estate bank account. If joint accounts, with right of survivorship, provide financial institution with death certificate and request transfer to surviving joint tenant
- ☐ Meet with a Lawyer to get advice on:
  - Time periods or restrictions imposed on distribution of the estate (pending/future litigation or family law considerations)
  - Probate procedures and your role as Executor
  - Establishing any trusts provided for in the Will

### Notification:

- ☐ HRSDC to cancel any OAS and CPP payments or deposits and apply for CPP Death and Survivors Benefits
- ☐ Veterans Affairs to cancel any veteran related payments and apply for any veteran related Death or Survivors benefits
- ☐ Canada Revenue Agency to cancel and recalculate Child Tax and GST Tax credits
- ☐ Department of National Defense if deceased was a former serviceperson
- ☐ Social Insurance Register to cancel the deceased's SIN
- ☐ Foreign Affairs Passport division to cancel the deceased person's Passport
- ☐ Immigration Affairs to cancel Permanent Resident card
- ☐ Indian Affairs to cancel Indian Status card
- ☐ Elections Canada to remove the person from the voters roll

***Please note that some of the Federal notifications above can be completed by calling Service Canada***



- ☐ Foreign Consulate to cancel foreign pension payments, Foreign Passports or identity documents and apply for any death benefits
- ☐ Provincial Ministry of Transport (or equivalent) to cancel drivers license
- ☐ Provincial Ministry of Health (or equivalent) to cancel Health Insurance Card
- ☐ Any other Provincial Benefits that the deceased was receiving (Disability/Social Services etc.) to cancel payments and inquire about any Death Benefits
- ☐ Canada Post to re-direct, or hold, mail delivery if the deceased person's residence will be vacant
- ☐ Court or the deceased person's Lawyer if the deceased had any pending legal matters
- ☐ Current, and previous, employers and/or Union memberships to collect any monies owed and to determine any pension entitlements
- ☐ Life Insurance companies to start the claims process
- ☐ Pension companies to determine entitlement to benefits and options (commuted value or survivors pension)
- ☐ Pension specialist regarding whether to elect for commuted value of a pension versus survivors pension
- ☐ Credit card companies to enquire about any outstanding balances and to determine any if there are any Death Benefit entitlements or Loyalty reward points associated with the card/balances
- ☐ Healthcare providers including Family Doctor, Specialists, Dentist and Optometrist
- ☐ Private Health Insurance companies to cancel any coverage and automatic payments
- ☐ Cable company to cancel service
- ☐ Internet Service Provider to cancel service
- ☐ Telephone company to cancel service
- ☐ Club memberships to cancel service and enquire about any refunds
- ☐ Newspaper and Magazine subscriptions to cancel subscriptions and enquire about any refunds
- ☐ Landlord or Property Management company of the deceased person lived in a rental property
- ☐ Service Clubs or Fraternal Organizations to cancel membership and enquire about any Death Benefit entitlements
- ☐ Volunteer Organizations
- ☐ Alumni or School organizations

#### **Assets:**

- ☐ Complete Asset Detail List
- ☐ Secure the valuables (safety deposit box, jewelry, legal documents, property, etc.)
- ☐ Arrange for valuations of any real estate, personal property, automobiles, collectibles, etc.
- ☐ Review existing insurance coverage on assets and increase or make changes as necessary
- ☐ Arrange for new insurance coverage if any assets are not currently covered under an existing policy
- ☐ Protect any existing business interests of the deceased which may involve arranging for interim management (consulting a Lawyer is strongly recommended)
- ☐ Search for dormant bank balances
- ☐ Search for unclaimed Life Insurance Policies
- ☐ Transfer any existing Loyalty Rewards points to a new account
- ☐ You may also need to meet with the deceased person's Investment Advisor to determine:
  - Existing assets
  - Verify whether they will require the Will to be probated before transferring assets

- Transfer of assets to Estate account or directly to beneficiary/joint account holder's name
- Outstanding securities trades and suitability
- Maturity dates on GICs or Bonds
- Investment strategy for existing portfolio and adjustments if necessary
- Periodic review of the Investments while Estate is in Administration

#### **Liabilities:**

- ☐ Complete Liabilities Detail List
- ☐ Review the deceased person's prior year(s) tax returns to determine if there are outstanding amounts owed, whether there are outstanding tax returns for previous years that need to be filed, who to contact regarding the tax preparation for the current years tax return
- ☐ Obtain a copy of the deceased person's credit report from Equifax and TransUnion Canada
- ☐ Consider publishing an 'Advertisement for Creditors'

#### **Final Steps:**

- ☐ Provide an interim report to Beneficiaries with a summary of Assets and Liabilities
- ☐ Meet with Tax Advisor to:
  - Identify opportunities and make the appropriate elections to reduce the tax bill of the deceased, including using the spousal rollover, applying capital losses, and contributing to a spousal RRSP
  - Prepare and file any foreign tax returns
  - Prepare and file any outstanding tax returns for prior years, tax return for current year, Estate Tax Return
  - Obtain Tax Clearance Certificate and GST Clearance from CCRA
- ☐ Meet with Investment Advisor to:
  - Complete all documentation required to transfer securities
  - Initiate re-registration and transfer of securities, or arrange for sale of securities if converting to cash
  - Arrange rollover or transfer of RSP/RIF proceeds
- ☐ Consult beneficiaries regarding the distribution of the Estate and include a Statement of Accounts
- ☐ Obtain preliminary approval from the beneficiaries prior to distribution of the Estate
- ☐ Make arrangements for delivery of personal effects, cash, securities etc. to beneficiaries and obtain receipts
- ☐ Ensure that the beneficiaries waive any future claims against the Estate or Executor – in writing
- ☐ Consider donating personal effects and household items to a local charity or shelter
- ☐ Consider having an Estate Auction for property that is not bequeathed directly to beneficiaries
- ☐ Cancel the insurance on assets as they are sold or transferred
- ☐ Submit expenses and receipts that were incurred Administering the Estate
- ☐ Calculate and charge Executor's compensation (may require approval of Beneficiaries or Court)
- ☐ Settle all claims and legitimate debts with cheques drawn on the Estate bank account
- ☐ Close the Estate bank account after cheques have cleared
- ☐ Close the safety deposit box
- ☐ Shred all documents that are not needed for Tax or Estate Administration
- ☐ Write to beneficiaries with a final report on the Administration of the Estate

# Key Documents Checklist

## Vital Statistics

- ☐ Birth Certificate
- ☐ Death Certificate – Funeral Director issued
- ☐ Death Certificate – official/government issued

## Government

- ☐ SIN – card or number
- ☐ Passport
- ☐ Health – card or number
- ☐ Drivers License
- ☐ Immigration/Citizenship paperwork

## Legal

- ☐ Last Will and Testament
- ☐ Business related
- ☐ Family related

## Financial

- ☐ Safety Deposit Box or Key
- ☐ Bank Statements
- ☐ Credit Card Statements
- ☐ Mortgage Statements (also Reverse Mortgage Statements)
- ☐ Loan/Credit Line Statements
- ☐ Insurance Correspondence (Statement or Policy) – Life, Home and Auto
- ☐ Pension Correspondence (Statement or other)
- ☐ Investment Advisor Correspondence
- ☐ Tax Returns – Current and Prior Years
- ☐ Titles/Deeds to any real estate
- ☐ Ownership papers for any vehicles
- ☐ Stock and Bond Certificates

## Contact Sheets

*Please note that these 'Contact Sheets' are intended to list people you will need to contact several times. There are additional organizations that will require a single notification – these organizations are included in the Notification Checklist.*

### Bank/Financial Institution:

Company Name:	<u>Notes:</u>
Contact Name:	
Phone:	
Fax:	
Email:	
Mailing Address:	

### Lawyer:

Company Name:	<u>Notes:</u>
Contact Name:	
Phone:	
Fax:	
Email:	
Mailing Address:	

### Accountant/Tax Advisor:

Company Name:	<u>Notes:</u>
Contact Name:	
Phone:	
Fax:	
Email:	
Mailing Address:	

Financial Advisor:

Company Name:	<u>Notes:</u>
Contact Name:	
Phone:	
Fax:	
Email:	
Mailing Address:	

Insurance Broker:

Company Name:	<u>Notes:</u>
Contact Name:	
Phone:	
Fax:	
Email:	
Mailing Address:	

Life Insurance Company:

Company Name:	<u>Notes:</u>
Contact Name:	
Phone:	
Fax:	
Email:	
Mailing Address:	

Additional Insurance Company 1:

Company Name: Notes:

Contact Name:

Phone:

Fax:

Email:

Mailing Address:

Additional Insurance Company 2:

Company Name: Notes:

Contact Name:

Phone:

Fax:

Email:

Mailing Address:

Pension Company:

Company Name: Notes:

Contact Name:

Phone:

Fax:

Email:

Mailing Address:

Credit Card Company 1:

Company Name: Notes:

Contact Name:

Phone:

Fax:

Email:

Mailing Address:

Credit Card Company 2:

Company Name: Notes:

Contact Name:

Phone:

Fax:

Email:

Mailing Address:

Credit Card Company 3:

Company Name: Notes:

Contact Name:

Phone:

Fax:

Email:

Mailing Address:

Other Organization 1:

Company Name:	<u>Notes:</u>
Contact Name:	
Phone:	
Fax:	
Email:	
Mailing Address:	

Other Organization 2:

Company Name:	<u>Notes:</u>
Contact Name:	
Phone:	
Fax:	
Email:	
Mailing Address:	

Other Organization 3:

Company Name:	<u>Notes:</u>
Contact Name:	
Phone:	
Fax:	
Email:	
Mailing Address:	



## Beneficiary Contact Sheets – make copies as needed

Individual #1:

Name:	<u>Notes:</u>
Phone:	
Fax:	
Email:	
Mailing Address:	
<u>Details of Inheritance:</u>	

Individual #2:


Name:	<u>Notes:</u>
Phone:	
Fax:	
Email:	
Mailing Address:	
<u>Details of Inheritance:</u>	

Charity/Other Organization:

Organization Name:	<u>Notes:</u>
Contact Name:	
Phone:	
Fax:	
Email:	
Mailing Address:	
<u>Details of Bequethal:</u>	

## Executor's Aide - Time Sheet



		Notes
Activity related to: <input type="checkbox"/> Accounting <input type="checkbox"/> Legal <input type="checkbox"/> Liabilities <input type="checkbox"/> Assets <input type="checkbox"/> Notification	Time Spent	
Date		

## Miscellaneous/General Expenses

[illegible]



## Executor's Aide - Expense Sheets

## Mileage Expenses

[illegible]

## Expense Summary

Amount	Classification
	Miscellaneous/General Expenses
	Mailing/Courier Expenses
	Long Distance Expenses
	Mileage Expenses
	<b>TOTAL EXPENSES</b>

## Executor's Aide - Notification Checklist

Notification or Organization	Notified Via:					Date	Notes (Contact Name, etc.)
	Exec Aide	Phone	Fax	Mail	Reg'd Mail		
HRSDC to cancel OAS and CPP	<input checked="" type="checkbox"/>						completed by Funeral Home
CCRA to cancel/recalculate Tax credits	<input checked="" type="checkbox"/>						completed by Funeral Home
Veteran Affairs to cancel benefits							
Department of National Defense to cancel benefits							
Social Insurance Register to cancel SIN							
Passport office to cancel Passport							
Immigration Affairs to cancel Permanent Resident card							
Indian Affairs to cancel status card							
Elections Canada to remove from voters roll							
Foreign Consulate							
Ministry of Transport to cancel drivers license							
Ministry of Health to cancel health #/card							
Any other Provincial Benefits to be cancelled							
Canada Post to redirect or hold mail							
Healthcare provider 1							
Healthcare provider 2							
Healthcare provider 3							
Private health insurance company							
Landlord/Property Management company							
Cable company							
Telephone company							
Internet Service Provider							
Other utilities 1							
Other utilities 2							

*Please note: This Notification Checklist covers organizations with whom you will likely have limited contact, after sending notification; most will acknowledge your notification. The Contact Sheets are designed to manage organizations with whom you will have ongoing contact.*

## Executor's Aide - Notification Checklist

[illegible]

*Please note: This Notification Checklist covers organizations with whom you will likely have limited contact, after sending notification; most will acknowledge your notification. The Contact Sheets are designed to manage organizations with whom you will have ongoing contact.*

## Financial Institution Accounts

Institution	Account #	Notes (type of account, joint account, named beneficiary, term, etc.)	Amount
			Total

## Retirement Savings Plans (not listed above)

Institution	Account #	Notes (type of account, named beneficiary, maturity, etc.)	Amount
			Total



## Executor's Aide - Asset Detail List

# Life Insurance

Company	Policy #	Notes (Policy Details, named beneficiary, etc.)	Amount
		Total	

## Pensions and Annuities

Issuer	Policy/Account #	Notes (type of policy/account, named beneficiary, conversion options, etc.)	Amount
		Total	

## Investment Accounts (non-RRSP)

Institution	Account #	Notes (Holdings, named beneficiary, etc.) Attach Account Statement for details	Amount
		Total	

**Individual Investments - stocks & bonds where the deceased held certificates outside of an account**

Issuer	Certificate #	Notes (type and details)	Amount
			Total

## Jewellery, Collectibles, and other Valuables

Location	Date Appraised	Notes (item, bequeathed to an individual, etc.)	Value
			Total

## Property - residence, recreational, commercial land and buildings

Location	Date Appraised	Notes (jointly held, bequeathed to an individual, etc.)	Value
			Total

## Other Assets

Details	Amount
Any amounts owed by current/former employer for salaries, commissions, vacation pay, etc.	
Any Loyalty/Rewards Program rewards etc.	
Any Credit Card or Membership related Life Insurance	
<b>Total</b>	

Asset Summary

Category	Amount
Financial Institutions	
Retirement Savings Plans	
Life Insurance	
Pensions and Annuities	
Investment Accounts	
Individual Investments	
Jewelery, Collectables, and other Valuables	
Property - residence, recreational, commercial land and buildings	
Other Assets	
TOTAL Assets	

NOTE: The above Asset Summary will include amounts that are NOT passing through the Estate (generally 'joint ownership' or 'named beneficiary' assets)

Assets NOT Passing Through the Estate

Category	Amount
Joint Bank Accounts	
RRSPs with named beneficiary	
Insurance Policies with named beneficiary	
Jointly Held Land/Property	
Other Assets	
Assets NOT Passing Through Estate	

**Bank Loans, Lines of Credit, Personal Guarantees, etc.**

Institution	Account #	Notes (type of debt, payments, term, Life Insured, etc.)	Amount
			Total

Issuer	Card/Membership #	Notes (payments, Life Insured?, Loyalty Points?, etc.)	Amount
		Total	

**NOTE: Track any Life Insurance or Loyalty Rewards on the Asset Detail List**

# Mortgages

[illegible]

## Other Liabilities/Debts

[illegible]

Liabilities Summary

Category	Amount
Bank Loans, Lines of Credit, Personal Guarantees, etc.	
Credit Cards	
Mortgages	
Other Liabilities	
TOTAL Liabilities	