

## Are you an executor? Use this checklist to help guide you.

Note: This checklist is based on estate distribution in Ontario with a valid will. Some of the information varies by province and some of it may not apply in Quebec. Additional tasks may be required.

Executor's name: \_\_\_\_\_ Co-executor's name: \_\_\_\_\_

Deceased person's name: \_\_\_\_\_

Address: \_\_\_\_\_

Social insurance number: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Spouse's name: \_\_\_\_\_ Date of death: \_\_\_\_\_

### TAKE THE FIRST STEPS

- |   |   |
|---|---|
| <input type="checkbox"/> Locate and review the will   | <input type="checkbox"/> Determine if the will provides for care of pets or make arrangements for care. |
| <input type="checkbox"/> Assist with funeral arrangements   | <input type="checkbox"/> Dispose of unused medication with assistance of pharmacist                     |
| <input type="checkbox"/> Obtain funeral director's statement of death or apply for provincial death certificate | <input type="checkbox"/> Consider executor's insurance  |

### CONTACT BENEFICIARIES

- |  |   |
|--|---|
| <input type="checkbox"/> Meet with family members and other beneficiaries (estate lawyer may attend) | <input type="checkbox"/> Discuss realistic timing of bequest payments, tax issues and any litigation concerns |
| <input type="checkbox"/> Determine cash requirements for family                                      | <input type="checkbox"/> Provide ongoing reporting to beneficiaries   |

### GET ORGANIZED

- |   |   |
|---|---|
| <input type="checkbox"/> List bank accounts and passwords for electronic banking transactions | <input type="checkbox"/> Locate title documents for real estate, mortgages, share certificates, bonds, debentures and guaranteed certificates |
| <input type="checkbox"/> List contents of safety deposit box                                  | <input type="checkbox"/> List important deadlines – e.g., to make dependant relief claims, file tax return                                    |
| <input type="checkbox"/> Freeze accounts and establish an estate account                      |   |

## ASSESS AND MANAGE ASSETS AND LIABILITIES

### Financial assets

- |   |   |
|---|---|
| <input type="checkbox"/> Notify advisors/financial planners and request account information   | <input type="checkbox"/> Notify insurance companies and get policy details          |
| <input type="checkbox"/> Contact banks and investment firms to notify them, obtain list of assets held with original cost information, cancel open orders and redirect statements | <input type="checkbox"/> Review investment portfolio and make any necessary changes |

### Real estate assets

- |  |   |
|--|---|
| <input type="checkbox"/> Terminate lease or arrange sublet if deceased lived in rental premises alone  | <input type="checkbox"/> Check that property tax payments are up to date      |
| <input type="checkbox"/> Arrange for protection and supervision of real estate if vacant               | <input type="checkbox"/> Notify tenants of rental properties to redirect rent |
| <input type="checkbox"/> Review property and vehicle insurance coverage and make any necessary changes |   |

### Digital assets

- |   |  |
|---|--|
| <input type="checkbox"/> Locate list of digital accounts and passwords, if available                        | <input type="checkbox"/> Determine value of digital assets and whether they can be transferred             |
| <input type="checkbox"/> Contact administrator of sites where passwords are not available to arrange access | <input type="checkbox"/> Pay liabilities, back up information and/or close digital accounts as appropriate |

### Foreign assets

- |  |  |
|--|--|
| <input type="checkbox"/> Determine if a valid will exists in foreign jurisdiction and conforms to jurisdiction | <input type="checkbox"/> Hire an agent if appropriate to deal with matters in foreign jurisdiction |
| <input type="checkbox"/> Determine applicable legislation if there is no valid will                            |  |

### Other assets

- |   |  |
|---|--|
| <input type="checkbox"/> List cash on hand, automobiles, jewellery and other valuables from the home or business          | <input type="checkbox"/> Ensure business operations can continue if deceased was the sole or a controlling shareholder |
| <input type="checkbox"/> Determine whether any assets are missing   | <input type="checkbox"/> Collect any outstanding cheques   |
| <input type="checkbox"/> Secure all assets and determine their value, arranging for professional valuation if appropriate |  |

### Liabilities

- |   |  |
|---|--|
| <input type="checkbox"/> Determine all liabilities outstanding at death, and interest accruing on outstanding debt after the date of death; decide what should be paid to save interest | <input type="checkbox"/> Determine if there are matters to be litigated on behalf of estate or to what extent if any there will be liability for lawsuits involving the deceased and/or the estate |
| <input type="checkbox"/> Prepare newspaper ad for Notice to Creditors. The expiry date must not predate issuance of certificate or probate obtained from court                          | <input type="checkbox"/> Determine personal guarantees made by deceased on loans   |

## Inventory

- |  |   |
|--|---|
| <input type="checkbox"/> Create a formal inventory of assets and liabilities by class with full details including value, certificate numbers, registration details, maturity dates, accrued interest, etc. | <input type="checkbox"/> Provide information regarding foreign assets but do not list for probate |
|--|---|

## CONTACT THIRD PARTIES

- |  |  |
|--|--|
| <input type="checkbox"/> Notify Canada Pension Plan or Quebec Pension Plan Death Benefits, Survivor's Benefits, Veteran's Affairs, and make claims where appropriate | <input type="checkbox"/> Arrange for Canada Post to reroute mail   |
| <input type="checkbox"/> Notify Service Canada to cancel entitlements under income security programs   | <input type="checkbox"/> Confirm outstanding balances and cancel credit cards; determine if insurance exists to cover balances   |
| <input type="checkbox"/> Cancel health insurance   | <input type="checkbox"/> Contact present and previous employers about benefits   |
| <input type="checkbox"/> Cancel driver's licence   | <input type="checkbox"/> Contact executors/trustees of other estate(s) where deceased may have entitlement or where deceased is named as executor  |
| <input type="checkbox"/> Cancel magazine and newspaper subscriptions, cable, internet, club memberships, home phone and cellphone, and request rebates if applicable | <input type="checkbox"/> Contact lawyer/accountant used for personal/business affairs  |
| <input type="checkbox"/> Notify utilities for final reading and billing  | <input type="checkbox"/> Where deceased receives pension from foreign jurisdiction (e.g., U.S. Social Security), notify foreign jurisdiction, cancel entitlement and make claim for death benefit, if applicable |

## FILE TAX RETURN(S)

- |  |   |
|--|---|
| <input type="checkbox"/> Obtain copies of last six years of tax returns and records of tax instalments paid, medical, charitable receipts, etc.  | <input type="checkbox"/> Prepare and file Terminal T1 tax return – by April 30 of the year following the year of death, or by six months from the date of death, whichever is earlier – and request clearance certificate |
| <input type="checkbox"/> Prepare and file any T1 returns for previous years within six months of the date of death   | <input type="checkbox"/> File U.S. tax return and all necessary forms for disclosure purposes, if applicable  |
| <input type="checkbox"/> Consider tax planning solutions such as a spousal trust, income splitting opportunities, expenses, capital losses, separate returns, RRSP/RRIF contribution to a surviving spouse, charitable gifts | <input type="checkbox"/> Obtain Goods and Services Tax clearances if applicable   |

## VERIFY BENEFICIARY DESIGNATIONS

- |  |   |
|--|---|
| <input type="checkbox"/> Determine where last designation was made (i.e., will, policy application forming contract, other instrument) and confirm institution recognizes last designation filed | <input type="checkbox"/> Determine whether RRSP/RRIF and insurance assets are payable to a designated beneficiary or to the estate and, for insurance, whether there are outstanding liabilities against the policy |
| <input type="checkbox"/> File all documents necessary to make claims on behalf of beneficiaries  |   |

## APPLY TO COURT

- |   |   |
|---|---|
| <input type="checkbox"/> Retain and meet with estate lawyer to complete application for proper certificate (documents required will vary by province) | <input type="checkbox"/> Obtain originals and sufficient notarial copies of final orders to transfer assets         |
| <input type="checkbox"/> Arrange payment of any fees that may be applicable   | <input type="checkbox"/> Ask estate lawyer to register certificate or probate on title for real estate if necessary |

## DISTRIBUTE ASSETS

- |  |  |
|--|--|
| <input type="checkbox"/> Determine whether any factors restrict distribution – e.g., family law or dependant relief claims   | <input type="checkbox"/> Request solicitor's fees, accountant's fees and executor's compensation   |
| <input type="checkbox"/> Retain sufficient funds as a reserve for income taxes and any outstanding accounts even if will provides for outright distribution                  | <input type="checkbox"/> Consult with beneficiaries regarding distributions in kind, where appropriate   |
| <input type="checkbox"/> Develop plan for distribution of assets after clearance certificate is issued and, where applicable, obtain releases to avoid delay of distribution | <input type="checkbox"/> Realize assets – e.g., transferring bank accounts that aren't joint to estate account, selling or transferring real estate, re-registering stocks and bonds and transferring securities – and cancel insurance on assets that are transferred or sold |
| <input type="checkbox"/> Prepare cheques/electronic transfers to pay debts, legacies and distribution  | <input type="checkbox"/> Obtain transfer of cemetery deed if applicable  |
| <input type="checkbox"/> Deliver or sell personal effects  | <input type="checkbox"/> Confirm beneficiary approvals or releases have been sent back   |
| <input type="checkbox"/> Set up any required testamentary trusts and arrange for ongoing review of investments and compliance with the terms of the trust                    | <input type="checkbox"/> Distribute any remaining funds or deliver assets  |
| <input type="checkbox"/> Prepare final statements of accounts for approval by beneficiaries  | <input type="checkbox"/> Close estate bank account after confirming all cheques and/or electronic transfers have cleared   |
| <input type="checkbox"/> Ask estate lawyer to prepare releases or final approval form  |  |



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