

Will planning questionnaire

This worksheet is designed to help you gather the preliminary information needed to create a will. Once it's completed, share this information with an advisor or lawyer who can assist you in making a legal will.

1. Whom do you wish to be your executor?

You: _____ **Your spouse:** _____

2. Do you wish to appoint someone to assist your executor (co-executor)? Who?

You: _____ **Your spouse:** _____

3. Do you wish to name someone to replace your executor in the event of their death (contingent executor)?

You: _____ **Your spouse:** _____

4. Do you wish to leave any personal property to anyone (e.g., jewellery, collections, photos, clothing)?

You: _____ **Your spouse:** _____

5. Do you wish to leave a sum of money to anyone?

You: _____ **Your spouse:** _____

6a. Do you wish to leave the remainder of your estate to your spouse?

You: Yes _____ **Your spouse:** Yes _____
No _____ No _____

6b. If not, do you want to create a trust for your spouse, with the trust assets going to your children when your spouse dies?

You: Yes _____ **Your spouse:** Yes _____
No _____ No _____

7. Do you wish that anything bequeathed to your children in your will go directly to them or be held in trust?

You: _____ **Your spouse:** _____

8. Do you wish to have your business managed by trustees until your spouse and/or children are capable of doing so?

You: Yes
No

Your spouse: Yes
No

In the event that children are left alone while minors

9. Whom do you wish to name as guardian or guardians?

10a. Do you wish to establish a single trust until your youngest child reaches a certain age (usually age of majority) with income from the trust paid to children according to their individual needs?

You: Yes
No

Your spouse: Yes
No

10b. If not, do you wish your estate to be divided equally and held in separate trusts with income paid to each child from their own trust?

You: Yes
No

Your spouse: Yes
No

11. If, at any time because of inflation or special needs, the income is not sufficient, do you wish to allow the children to use part of their capital?

You: Yes
No

Your spouse: Yes
No

12. At what age should each child receive their share (date of final distribution – e.g., age of majority, age 21, half at age 21 and remainder at age 25)?

13a. If a child passes away before the date of final distribution and is survived by their own children, do you wish those grandchildren to take your child's share?

You: Yes
No

Your spouse: Yes
No

13b. If a child passes away before the date of final distribution and is survived by their own children, do you wish that child's share to go to your other children still alive?

You: Yes
No

Your spouse: Yes
No

14. If none of your children survive to the date of final distribution, to whom do you wish to leave the rest of your estate?

You:

Your spouse:

15a. Do you wish to leave money to a charity?

You:

Your spouse:

15b. If yes, which charities?

You:

Your spouse:

Other provisions

16. Are there any digital accounts that will need to be accessed or disabled (e.g. email, social media, cloud storage, online financial accounts)?

You:

Your spouse:

17. Whom do you wish to access and handle your digital accounts?

You: _____

Your spouse: _____

18. Are there any special clauses you want in your will?

You:

Your spouse:

19. Has funeral/cremation been pre-arranged?

You: _____

Your spouse: _____

20. Are there any special funeral instructions?

You:

Your spouse:

Create a balance sheet

Assets

	You	Your spouse
Personal residence	\$ _____	\$ _____
Other real estate	_____	_____
Personal property	_____	_____
Registered Retirement Savings Plans (RRSPs)	_____	_____
Registered Retirement Income Funds (RRIFs)	_____	_____
Registered Pension Plans (RPPs)	_____	_____
Tax-Free Savings Accounts (TFSAs)	_____	_____
Stocks and bonds	_____	_____
Life insurance	_____	_____
Business interests	_____	_____
Bank accounts	_____	_____
Digital accounts (e.g. PayPal or Bitcoin)	_____	_____
Loyalty points, cash-back rewards, gift cards	_____	_____
Other assets	_____	_____

Liabilities

	You	Your spouse
Credit cards	_____	_____
Personal loans	_____	_____
Business loans	_____	_____
Mortgages	_____	_____
Other liabilities	_____	_____

Total assets

\$ _____ \$ _____

Total liabilities

\$ _____ \$ _____