

DECEASED TAXPAYER CHECKLIST

TAXPAYER NAME _____ **DATE OF DEATH** _____

EXECUTOR(S) _____

CONTACT PERSON _____

ADDRESS _____

PHONE NUMBER _____ **EMAIL ADDRESS** _____

DOCUMENTS TO PROVIDE

- Death certificate
- Complete copy of Last Will and Testament (please identify any non-resident beneficiaries)
- Probate documents including Statement of Assets and Liabilities (if applicable)
- or - fill out list of assets held at the date of death (see next page)
- Income information slips (e.g. T3, T4, T4A, T4A(OAS), T4A(P), T4RIF, T4RSP, T5, etc.)
- Death benefit (T4A(P))
- Medical receipts
- Donation tax receipts
- Copy of prior year tax return (only if new client)

INVESTMENTS

Did the taxpayer hold any non-registered investments at the time of death (e.g. shares, mutual funds, etc.) Yes No

If yes, please provide statements for the investment accounts showing the book value and the fair market value of the holdings at the date of death.

Did the taxpayer hold any registered investments at the time of death (e.g. RRSPs, RRIFFs, etc.) Yes No

If yes, please provide statements for the registered investment accounts showing the fair market value at the date of death.

If you would like us to contact your investment advisor on your behalf, please provide the contact information below:

Investment advisor's name _____ Contact information _____

CLEARANCE

Do the executor(s) wish to file a request for a Clearance Certificate after all final returns have been assessed by CRA? Yes No

LIST OF ASSETS HELD AT DATE OF DEATH

ASSET HELD (PLEASE PROVIDE DESCRIPTION)	COST	FAIR MARKET VALUE AT DATE OF DEATH
Bank accounts, term deposits, GICs • • •		
Non-registered investment accounts • • •		
Registered investment accounts (RRSPs, RRIFs, TFSAs) • • •		
Other pension plan proceeds •		
Life insurance policies •		
Shares of a private corporation • •		
Principal residence (include year purchased) • •		
Other real estate (e.g. rental properties, vacation properties) • •		
Art objects and collection pieces • •		
Other assets or liabilities • •		