ADDITIONAL CHECKLIST FOR A DECEASED TAXPAYER

(to accompany Personal Tax Return Checklist)

Please provide a copy of:

1. The death certificate
2. The will - if there is no will, provide a copy of the application to the courts to appoint a trustee
3. The last three income tax returns (if not prepared in our office) and last Notice of Assessment

NAME OF DECEASED PERSON:___________________________________

DATE OF DEATH (mm/dd/yy):_________________________

EXECUTOR/TRIX (list all):____

Has anyone declined this role? YES☐ NO☐

If yes, please provide a copy of the legal document that cancelled their appointment.

If the individual had U.S. ties, have you determined the U.S. filing requirements? YES☐ NO☐

Address for returns:

Phone number(s) for executor/trix:____

Phone number, name, and relationship to the deceased for contact (if not executor/trix)
Name_________________________
Phone Number:_________________
Relationship:___________________

Province of residence at death: Alberta

Provide the name and address of the lawyer who is working on the estate:

Did the estate receive the CPP death benefit? YES☐ NO☐

If yes, on what date and who was the beneficiary?

Date (mm/dd/yy):___________________ Beneficiary:___________________________

How much was the CPP death benefit for?___________________

Provide a full list of all assets and values at the date of death that were owned at death:
Don't forget to include RRSPs, TFSAs, RIFs, Bank accounts, House, Vacation properties, Land, Stocks or bonds, Household items (one value is fine), Vehicles, Business assets. In the description, include all details including original cost of capital items and beneficiary in the will.

Type	Description, Original cost	Fair Market Value	Beneficiary
(Example: *(House*	*Purchased: 2014, $350,000* *123 Avenue, Sundre*	*$400,000*	*Son, Peter)*

Did the individual have a principal residence or other real estate at date of death?
YES☐ NO☐ If yes, please fill in the **Real Estate Checklist**.

Does the estate have any **debts**? YES☐ NO☐
If yes, list them:

Type	Description	Value at date of death:
(Example: *(Credit card*	*BMO MasterCard*	*$1,000.00)*

Were there any amounts **owing to** the estate at the date of death? (ie. Additional pension payout, vacation pay, death benefit, life insurance payable to the estate, dividends, cash farm inventory sales)
YES☐ NO☐
If yes, list them:

Type	Description	Value