

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: _____

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
<i>(Example: House)</i>	<i>Purchased: 2014, \$350,000 123 Avenue, Sundre</i>	<i>\$400,000</i>	<i>Son, Peter)</i>

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:
<i>(Example: Credit card)</i>	<i>BMO MasterCard</i>	<i>\$1,000.00)</i>

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