

EXECUTOR CHECKLIST

Tasks	Complete
Initial Steps	
1. Locate the Will and review for specific instructions concerning the funeral. If you are a Keyholder® at www.LegalWills.ca then login with your Keyholder ID® at https://www.legalwills.ca/keyholders/keyholderlogin	<input type="checkbox"/>
2. Assist with funeral arrangements, if required. If the deceased used the MyFuneral™ service at LegalWills.ca, login with your Keyholder ID® to view their funeral preferences.	<input type="checkbox"/>
3. Obtain multiple original copies of the proof-of-death certificate, as most organizations will require original documentation.	<input type="checkbox"/>
4. Ensure that the family's immediate financial needs can be met.	<input type="checkbox"/>
Verifying the Will	
5. Probate the Will (if necessary). Contact the probate court in the town where the deceased was living to initiate this process. You will then receive your "Grant of Administration" or equivalent for your Province/Territory. This will be required by financial institutions in order to gather the assets.	<input type="checkbox"/>
6. Pay probate taxes to provincial/territorial government, as determined.	<input type="checkbox"/>
Beneficiary Relationship	
7. Communicate directly with beneficiaries, gather information and set expectations.	<input type="checkbox"/>
8. Provide regular updates to beneficiaries regarding status of the administration.	<input type="checkbox"/>
Safeguarding the Estate Assets	
9. Verify that insurance is in place to protect assets.	<input type="checkbox"/>
10. Notify banks and institutions where the deceased held accounts or had other dealings.	<input type="checkbox"/>

11. Cancel all credit card accounts and return cards to issuers. If the deceased used the MyLifeLocker™ service at www.LegalWills.ca then go through this document contacting all utilities, subscriptions and any other accounts including online account.	<input type="checkbox"/>
12. Work through online accounts, either closing them or retrieving the assets from the account.	<input type="checkbox"/>
13. Open an estate account to deposit income and pay expenses, transferring any balances.	<input type="checkbox"/>
Valuing the Estate	
14. Locate all original investment certificates, stocks, bonds, property deeds, etc., in the deceased's personal files and safety deposit box.	<input type="checkbox"/>
15. Identify, value and record estate assets as they stood at the date of death.	<input type="checkbox"/>
16. Investigate all debts owed by the deceased. Post a notice to creditors either in a local newspaper or by using an online notice service.	<input type="checkbox"/>
17. Apply for and collect Canada Pension Plan (CPP) death benefit.	<input type="checkbox"/>
18. Contact the deceased's employer or former employer regarding pension plans, retiree benefits and death benefits.	<input type="checkbox"/>
19. Apply for and collect life insurance and other insurance benefits.	<input type="checkbox"/>
Administering the Estate	
20. Review the suitability of investments held in the estate and recommend which assets are to be sold to meet cash requirements.	<input type="checkbox"/>
21. If in Ontario. Submit the Estate Information Return within 90 days of being appointed Executor.	<input type="checkbox"/>
22. Invest any surplus cash until the estate is finalized, selecting from allowable investments.	<input type="checkbox"/>
23. Assist in establishing any trusts stipulated in the Will.	<input type="checkbox"/>
24. Cancel CPP and/or Old Age Security (OAS) benefits.	<input type="checkbox"/>
25. Apply for CPP survivor's pension and/or children's benefits and Allowance for the Survivor.	<input type="checkbox"/>
26. Advise the Canada Revenue Agency (CRA) to discontinue or transfer GST/HST credits and child tax benefits.	<input type="checkbox"/>

27. Complete documentation and arrange to transfer employment, health, pension and retiree benefits.	<input type="checkbox"/>
28. Return social insurance card, passport, driver's license and health card, obtaining any appropriate refunds.	<input type="checkbox"/>
29. Pay all debts and settle all legitimate claims prior to final distribution of assets, obtaining receipts for any payments made.	<input type="checkbox"/>
Taxes	
30. Obtain a copy of the last tax return filed by the deceased.	<input type="checkbox"/>
31. Complete and file all outstanding tax returns and pay any required income taxes.	<input type="checkbox"/>
32. Obtain Tax Clearance Certificate(s) from the CRA once the Notice of Assessment(s) is received, confirming that all tax liabilities have been settled.	<input type="checkbox"/>
Distribution	
33. Initiate sale of assets and transfer of titles.	<input type="checkbox"/>
34. Begin distributing assets to beneficiaries according to the terms of the Will.	<input type="checkbox"/>
35. Distribute specific bequests (personal and household belongings), obtaining receipts from respective beneficiaries.	<input type="checkbox"/>
36. Prepare an estimate of your expenses (and any compensation) as executor.	<input type="checkbox"/>
37. Arrange for final distribution of remaining assets, obtaining receipts from each beneficiary.	<input type="checkbox"/>
38. Prepare a final accounting of all assets, liabilities, expenses and distribution of assets for beneficiaries.	<input type="checkbox"/>
39. Have each beneficiary approve the accounting and sign a release form.	<input type="checkbox"/>
40. Advise the bank in writing to close the estate account once the estate is settled.	<input type="checkbox"/>

This checklist is for informational purposes, only, and is not intended to provide specific financial, investment, tax, legal, accounting or other advice to you, and should not be acted or relied upon in that regard without seeking the advice of a professional.