

EXECUTOR CHECK LIST



Following is a general guide to the executor, as an estate representative.
A comprehensive estate settling service is available from Brophy Law.

What to do:

- 1. Locate the will
- 2. Identify the executor(s) and trustee(s)
- 3. Determine whether there are specific funeral or service requests.
- 4. Identify the beneficiaries.
- 5. Collect all personal documents of the deceased (identification (passports, driver's licence etc.), birth certificate, S.I.N. number.
- 6. Finalize funeral, cemetery or crematorium arrangements.
- 7. Obtain multiple copies of Funeral Director's Proof of death Certificate.
- 8. Arrange payment for end of life services.
- 9. Make application for
 - a. Survivor benefits under Private Pension Plans
 - b. Canada pension Plan Benefits
 - c. Apply for pay out on insurance policies
- 10. Locate safety box(es) and list contents.
- 11. Arrange safe custody of personal valuables.
- 12. If deceased lived in a rental property, cancel the lease or arrange to sublet.
- 13. Cancel and obtain refunds for memberships, services, loans and subscriptions.
- 14. Set up an estate bank account.
- 15. Confirm outstanding balances of credit cards, pay and cancel cards.
- 16. Contact financial institutions and companies to determine assets and liabilities.
- 17. Locate and obtain title documents for property, real estate, shares, bonds, Investment Certificates, etc.

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- 18. Arrange for an investment portfolio review with the broker or financial planner if applicable.
- 19. Send a copy of the will to each residuary beneficiary, (unless there will be application for Estate Administrator With a Will.)
- 20. Prepare inventory of assets and liabilities.
- 21. Meet with solicitor to complete probate application.
- 22. Arrange valuations of real estate, securities, and personal property.
- 23. Arrange to file tax returns for deceased final return and estate return, (including verification that all returns were up to date to year of death.)
- 24. Meet with tax or estate accountant if required.
- 25. Pay all estate liabilities, taxes etc. and obtain clearance certificate from Canada Revenue Agency.
- 26. Liquidate and distribute estate assets in accordance with Will.