

## DECEASED TAXPAYER CHECKLIST

### To accompany Personal Tax Return Checklist 2023

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**, provide:

Date: (mm/dd/yy):

Beneficiary:

Amount of CPP death benefit:

Provide a full list of all assets owned and values at the date of 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>EX: House</i>	<i>Purchased 2014, 123 Avenue, Sundre</i>	<i>\$350,000</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>EX: Credit Card</i>	<i>BMO MasterCard</i>	<i>\$1,000</i>

Were there any amounts owing to the estate at the date of death? (i.e. 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 at date of death
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