Provincial
CREDIT UNION

Executor duties – Checklist

- ☐ Locate the will and review it for specific instructions concerning the funeral
- ☐ Obtain multiple original copies of the death certificate or funeral director's statement of death, as most organizations that you will deal with as executor require an original certificate
- ☐ Probate the will (if necessary)
- ☐ Pay probate taxes to the provincial government as determined
- ☐ Communicate directly with the beneficiaries, gather information and set expectations
- ☐ Notify banks and institutions where the deceased held accounts or had other dealings
- ☐ Cancel all credit card accounts and return cards to issuers
- ☐ Open an estate account to deposit income and pay expenses, transferring any balances
- ☐ Verify that adequate insurance is in place to protect assets
- ☐ Secure and take control of real property, including real estate
- ☐ Manage real estate and contents, arrange for property management and any other related tasks, prior to its sale or distribution
- ☐ Locate all original investment certificates, stocks, bonds, property deeds, etc. in the deceased's personal files and safe deposit box
- ☐ Identify, value and record estate assets as they were at the date of death
- ☐ Identify all debts owned by the deceased
- ☐ Apply for and collect the Canada Pension Plan (CPP) death benefit
- ☐ Contact the deceased's employer or former employer regarding pension plans, retiree benefits and death benefits
- ☐ Apply for and collect life insurance and other insurance benefits
- ☐ Review the suitability of investments held in the estate and recommend which assets are to be sold to meet cash requirements

- [ ] Cancel CPP and/or Old Age Security (OAS) benefits
- [ ] Apply for CPP survivor's pension and/or children's benefits
- [ ] Advise CRA to discontinue or transfer GST/HST credits and child tax benefits
- [ ] Complete documentation and arrange to transfer employment, health, pension and retiree benefits
- [ ] Pay all debts and settle all legitimate claims prior to the final distribution of assets, obtaining receipts for any payments made
- [ ] Obtain a copy of the last tax return filed by the deceased
- [ ] Complete and file all outstanding tax returns and pay any required income taxes
- [ ] Obtain a Tax Clearance Certificate(s) from CRA once the Notice(s) of Assessment is received, confirming that all tax liabilities have been settled
- [ ] Begin distributing assets to beneficiaries according to the terms of the will
- [ ] Distribute specific bequests (personal and household belongings), obtaining receipts from respective beneficiaries
- [ ] Prepare a reckoning of your expenses (and any compensation) as executor
- [ ] Arrange for the final distribution of the remaining assets, obtaining receipts from each beneficiary
- [ ] Prepare a final accounting of all assets, liabilities, expenses and the distribution of assets for the beneficiaries