



## Probate

- Consult a professional concerning the probate of the Will (all provinces except Quebec).
- Supply required documents to court.
- Obtain court documentation attesting to the validity of the Will and confirming you as legal executor.
- Pay probate taxes to provincial government as determined.

## Administer and distribute estate

- If required, return social insurance card, **passport, driver's license and health insurance** cards to authorizing organizations, obtaining any applicable refunds.
- Terminate **the deceased's lease or arrange to** have premises sublet.
- Cancel newspaper and magazine subscriptions; club memberships; telephone, cellular service, cable/satellite TV; Internet services; and gardening and/or snow removal contracts.
- Arrange for care or adoption of pets.
- Initiate sale of assets, transfer of titles, etc.
- Invest income and/or surplus cash until estate is finalized.
- Distribute specific bequests (personal belongings) to respective beneficiaries according to the terms of the Will, obtaining receipts.
- Prepare and file final T1 tax return(s) and if applicable returns for international jurisdictions.
- File any outstanding returns from previous years if not yet filed.
- Pay all income taxes owing.
- Complete a final T3 tax return for the estate as **well as for the deceased's business, if necessary.**
- Apply for Final Clearance Certificate(s) for Distribution Purposes from CRA (and/or Revenu Québec if applicable) once the Notice of Assessment is/are received, confirming that all tax liabilities have been settled.
- Settle legitimate claims prior to final distribution of assets, obtaining receipts for any payments made.
- Begin distributing residual assets/cash to beneficiaries according to the terms of the Will, obtaining receipts from each beneficiary; ensure sufficient funds are retained to pay outstanding debts and taxes.
- Advise beneficiary(ies) to consult with a tax advisor to ensure the most tax-advantageous treatment of registered investments.
- Assist in establishing any trusts stipulated in the Will.
- Arrange for final distribution of remaining assets, obtaining receipts from beneficiaries.
- Prepare a final beneficiaries report of all assets, liabilities, expenses (including executor compensation) and final distribution of assets.
- Have each adult beneficiary approve this report and sign a release.
- Advise the bank or credit union, in writing, to close the estate account once the estate is settled.

*The above checklist captures the most common tasks required of an executor. Depending on the complexity of the **deceased's Will**, the nature and location of his/her assets, business ventures and the relationships between family members and beneficiaries, additional duties may be required. Please contact us for more information or assistance.*

\*Personal and corporate trust services are provided through Concentra Trust, a wholly owned subsidiary of Concentra Bank.



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