Island Tax & Bookkeeping Estate Checklist **Date:** ____________

Deceased Information:

Estate of: ________________________ Date of Birth: ________________

Date of death: ________________________ S.I.N. #: ________________

Province of residence: ________________ Citizenship: ________________

Marital status: ◯ Single ◯ Married ◯ Common-law ◯ Widowed

Spouse name: ________________ SIN: __________ Date of birth: __________

Did the taxpayer have self-employment or partnership income? ◯ Yes ◯ No

Did the taxpayer own foreign property costing more than CAD $100,000? ◯ Yes ◯ No

Has the CPP Death Benefit been received? ◯ Yes ◯ No

Did the taxpayer have a long-term disability? ◯ Yes ◯ No

If yes, has a T2201 – Disability Tax Credit Certificate been submitted to Canada Revenue Agency? ◯ Yes ◯ No

Executor Information:

Full name(s) ____

Property address: ____

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Phone #: ________________________________

Email: ________________________________

Is executor wanting to request clearance certificate upon completion? ◯ Yes ◯ No

Lawyer Information:

Name of law firm: ____

Contact person: ____

Phone #: ____________________ Email: ____________________

Real Estate/Property

Property address: ____

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Type of ownership: ◯ Sole ownership ◯ Joint tenants

Type of property: ◯ Principal residence ◯ Rental property ◯ Second recreation property

Purchase price (if not principal residence): ____________________

Year purchased: ____________________

Fair market value at date of death: ____________________

Did the taxpayer own multiple residences? ◯ Yes ◯ No

If more than one property owned, attach a separate summary for each

CONTINUED ON NEXT PAGE

Investment Information:

Does the taxpayer have investments held outside of a registered account? If yes, please provide name and contact info for financial advisor:

Name: ____

Contact phone and/or email: ____

CRA Authorization & Needed Documents

1) RC4111 – completed and signed
2) Copy of death certificate
3) Copy of probate with statement of assets (if received)
4) Copy of will; If there is no will, then:
    a. RC552
    or
    b. Grant of probate
    or
    c. Grant of administration
5) Copy of last filed tax return
6) Copy of last notice of assessment

** If executor wants online access, please see handouts ➞ "register for represent a client"*

Notes:

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Executor Fees

Will the executor be taking any executor fees? ◯ Yes ◯ No

If yes, how much if known: ____________________________

If yes, executor needs to complete TD1 & TD1BC forms and attach ◯ Yes ◯ No

For office use only

Internal Checklist:

◯ Will & Death Certificate uploaded ◯ Payroll account opened

◯ Authorization request and signature page ◯ Payroll processed

◯ T1 Filed ◯ T3 NOA Filed ◯ Source remitted

◯ T1 NOA ◯ TX19 ◯ T4 issued

◯ T3 Filed ◯ Payroll account closed