

DOD & Estate Checklists

- Copy of Will
- Copy of Death Certificate
- Last year taxes filed
- Probate documents including a list of all assets owned and their Fair Market Values at time of passing
- List of Beneficiaries including:
 - o Names
 - o SINs
 - o Birthdates
 - o Addresses
- We will need them to sign:
 - o Engagement Letters (T1 for DOD / T3 For Estate)
 - o Authorization for CRA – Personal
 - o Authorization for CRA – Trust (AUT-01)
 - o T3 Application Form
- Any tax slips received (also see Personal Tax Checklist for DOD Returns)
- Contact of any investment advisors
 - o FMV of investments at time of passing
 - o ACB of investments at time of passing
 - o FMV upon disposition
 - o Investment earnings by type (dividends, interest, etc) up to time of passing
 - o Investment earnings by type after time of passing to end of year
 - o Management fees paid up to time of passing (non-registered accounts)
 - o Management fees paid after time of passing to end of year (non-registered accounts)