

## Deceased Taxpayer Checklist

✓ and submit applicable documents

### Filing Deadlines for Deceased Taxpayers

	Period when death occurred	Due date for the final return
<b>General</b>	January 1 – October 31	April 30 of the following year
	November 1 – December 31	Six months after the date of death
<b>Self-Employed (Note)</b>	January 1 – December 15	June 15 of the following year
	December 16 – December 31	Six months after the date of death
<b>Special Rule (Prior year return)</b>	If the deceased died between January 1 and April 30 (or June 15 if they were self-employed) and the immediately prior year return has not been filed, the due date of that return is extended to six months after the date of death	

Note: Any balance owing is due according to the general guidelines (typically April 30).

The following information is specific to deceased taxpayers. Additional information will be relevant to the income tax return of the deceased taxpayer. Please refer to the Hendry Warren Personal Income Tax Checklist for other items that may be applicable. The list provided is not exhaustive but represents the most common items required for the preparation of the terminal tax return.

- Signed T1013 – Authorizing or Cancelling a Representative. Please note that if the deceased was previously a client, the previous authorization Hendry Warren had would have been revoked on the date of death. It would be beneficial for us to submit the T1013, Will, and Death Certificate to the CRA prior to preparing the tax return to ensure we have authorization at the time of preparation. This form must be signed by all executors if multiple executors have been appointed.
- Death Certificate.
- Complete copy of the last Will and Testament (and, if applicable, any secondary Will).
- Are any beneficiaries of the last Will and Testament considered a non-resident of Canada for income tax purposes? If yes, please provide the names and country of residence below:

Beneficiary \_\_\_\_\_

Beneficiary \_\_\_\_\_

Country \_\_\_\_\_

Country \_\_\_\_\_

- All income information slips for the individual (T3, T4, T4A, T5, etc.). Please note that these slips may only be issued in February of the following year. This may delay the preparation process of the terminal tax return. We recommend reviewing the income tax return for the previous taxation year to determine which slips to expect this year.
- Medical and dental bills. Please note that if there are a significant number of prescriptions during the year, most pharmacies can provide a summary of prescriptions filled for a specific date range upon request. These summaries are preferable to individual receipts. Note that medical expenses can be claimed for a 24 month period ending in the year of death where such expenses were not claimed in the preceding taxation year.
- T4A(P) slip relating to the CPP Death Benefit.

Were there any additional death benefits received?  Yes  No

If **yes**, please indicate the type and amount (if you require more space, please use the space below):

Type of Benefit: \_\_\_\_\_

Amount of Death Benefit: \_\_\_\_\_

- Donations made pursuant to the taxpayer's will. Please obtain the official donation receipts from the registered charities. Note that donations made prior to the date of death may still be claimed.

The Income Tax Act permits a tax deferred transfer of property from a deceased taxpayer where the property is transferred to a surviving spouse.

Were all assets transferred to a surviving spouse?  Yes  No

If **no** we require the following as applicable:

- The distribution plan of the assets on the date of death.
- Statement of all investment accounts showing the adjusted cost base ("ACB") and fair market value ("FMV") on the date of death. Please feel free to provide your investment advisor's contact information such that we can contact them on your behalf.

Investment Advisor Name: \_\_\_\_\_

Investment Advisor's Contact Information: \_\_\_\_\_

- A statement from the RRSP and/or RRIF account showing the FMV on the date of death. A T4RSP or T4RIF slip should be issued in the deceased annuitant's name.
- The FMV, ACB and year of purchase of any real estate owned at date of death. It can be difficult to estimate the FMV on the date of death. It may be beneficial to get an independent appraisal of the value from a real estate agent.

If **yes**:

- The transfer of an RRSP or RRIF account to a surviving spouse should generally occur on a tax-deferred basis. Typically a T4RSP or T4RIF slip and offsetting RRSP deduction slip should be issued in the surviving spouse's name. On a net basis this does not impact the

taxable income. However, the slips must be reported on the surviving spouse's income tax return. Each bank reports these transfers slightly differently. If applicable, we suggest discussing the transfer and related slip reporting with the financial institution.

- List of all assets and liabilities on the date of death. We have attached a summary page which may assist in compiling this information.

## List of Assets of the Deceased on the Date of Death

Name of the Deceased:	
Social Insurance Number:	

Assets of the Deceased	Description	Value
Cash on hand or deposited		
Tax-Free Savings Account (TFSA)		
Stock market assets (shares, mutual funds) <i>Provide details in the space below</i>		
Shares and stock, private corporation(s) <i>Provide details in the space below</i>		
Bonds, deposit certificates and Treasury Bills		
Insurance proceeds		
Pension plan refunds		
Registered Retirement Savings Plan(s) (RRSP)		
Registered Retirement Income Fund (RRIF)		
Other Private Pension plans		
Receivable Mortgage Loans		
Real Estate and Property (other than principal residence)		
Principal Residence		
Art objects and Collection Pieces		
Other Assets:		
<b>Total Value of Assets</b>		

**Signature of the Executor(s)/Liquidator(s)**

Name: _____	Signature: _____	Date: _____
Name: _____	Signature: _____	Date: _____
Name: _____	Signature: _____	Date: _____