RALPH & LEVINSON
CHARTERED PROFESSIONAL ACCOUNTANTS

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Final and Trust Return Checklist

Name of Deceased:

Deceased's Social Insurance Number (SIN):

Deceased's Date of Birth:

Deceased's Date of Death:

Executor/Administrator Name:

Care of Address: Postal Code:

Phone Number: Email Address:

Tax Information:

- ☐ List of assets & liabilities at Date of Death
- ☐ Copy of the Death Certificate
- ☐ Copy of the Will
- ☐ Copy of Grant of Probate
- ☐ Copy of last year's tax return (if new client)
- ☐ All Slips (T4, T4A, T5, T3, T4RSP, etc.)
- ☐ GIC's (Principal interest rate, payment date, etc.)
- ☐ Death Benefits issued from CPP (T4AP) *trust return is done if the estate received the CPP death benefit
- ☐ Medical Receipts, Disability Tax Credit (if applicable)
- ☐ Donation Receipts
- ☐ Monthly bank statements (if there are investments/portfolio/foreign pension)
- ☐ Rental Income and Expenses
- ☐ Self-employed Income and Expenses
- ☐ Partnership Income and Expenses
- ☐ Foreign Property over $100,000
- ☐ Spouse's Tax Return (if we are not preparing a return for the spouse)
- ☐ Unused Donation Credit Balances
- ☐ Copy of the 1994 Tax Return Including Notice of Assessment or Reassessment (when there's a possibility the deceased made an election in 1994 to increase the tax cost of capital property owned at that time)

Filling Deadline

Date Final Return is Due:

- April 30 of the following year if deceased January - October 31
- 6 months after death if deceased November - December 31

Date Trust Return is Due:

- 90 days after trust year end date