

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)

Filing 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