



INCOME TAX SERVICES

# FINAL & TRUST RETURN CHECKLIST

Name of Deceased: \_\_\_\_\_ Deceased's SIN: \_\_\_\_\_

Executor's Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Date of Death: \_\_\_\_\_

Have any amounts been disbursed from the estate.  Yes  No  
If yes, need details - amount disbursed, to who, when.

Death Certificate (Photocopy is acceptable)

Signed Notarized copy of Will (preferably a probated copy) that must go to CRA with the return. Photocopy of original is acceptable.

If no Will, Papers of Administration

Copy of Last Year's Return

Last Year's Notice of Assessment

Spouse's return if we are not preparing current year for them

Assets still owned at death

List of assets from lawyer if stocks, GICs or bonds are involved

Copy of 1994 Tax Return if Capital Gains Election was made on Capital Property or Stocks

Dates Accounts were closed or indicate any accounts still open

Date Stocks and Assets were transferred to Beneficiaries

Original Costs of stocks or property

GICs, principal interest rate, payment date, etc.

Slips from charities named in Will

Was there a Death Benefit issued from CPP? If Yes – need CPP T4AP

Trust Returns are done if the Estate received a CPP Death Benefit and if there is any income earned in the Estate after death.

Date Final Return is Due

If Deceased January – October 31, due April 30<sup>th</sup> of the following year

If Deceased November – December 31, due 6 months after death

Date Trust Returns are Due

March 30<sup>th</sup> if a Calendar Year End is used for the trust

(Calendar used on On-going Trusts)

3 Months after Trust Year End Date if any other Year End is used