

FINAL & TRUST RETURN CHECKLIST

Name of Deceased: _____

Name of Executor: _____

Contact Phone #: _____

- Death Certificate
- Signed Notarized copy of will (preferably a probated copy) that must go to CRA with the return
- If no Will, Papers of Administration
- Copy of Last Year's Return
- Last Years Notice of Assessment
- Spouses return if we are not preparing current year for them
- Assets still owned at death
- List of assets from lawyer if stocks, GIC's 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 transferred to Beneficiaries
- Original Costs of stocks or property
- GIC's principal interest rate, payment date, etc.
- Slips from charities named in Will
- Was there a Death Benefit Issued from CPP? If Yes (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 are Due

If Deceased January-October 31 – Due April 30th of the following year

If Deceased November-December 31- Due 6 months after death

Date Trust Returns are Due

March 30th if a Calendar Year End is used for the trust
(Calendar used on On-going Trusts)

3 Months after Trust Year End Date