

Estate Checklist from Wallbridge Law Office 446-3000 (additional issues may arise on some estates)

	TASK – some may not be relevant	BY WHOM	COMPLETED
1	Determine spouses immediate financial position	Family/Executor	
2	Contact insurance company if need money quickly	Family/Executor	
3	Deal with intentions as to donation of organs	Family/Executor	
4	Make funeral arrangements	Family/Executor	
5	Contact lawyer for advice and assistance - retain	Family/Executor	
6	Retainer letter	Lawyer	
7	Contact Public Trustee if minors and no other adult guardian	Lawyer	
8	Original will to lawyer's office	Executor	
9	Locate will if cannot be found	Executor/Lawyer	
10	Acceptance of executorship	Executor/Lawyer	
11	Locate witnesses to will	Lawyer/Executor	
12	Re-direct mail	Executor/Lawyer	
13	Protect any assets, insure if necessary	Executor/Lawyer	
14	Protect business interests	Executor/Lawyer	
15	Prepare a list of assets and debts	Executor/Lawyer	
16	Collect valuables	Executor/Lawyer	
17	Collect contents of safe deposit box	Executor/Lawyer	
18	Assemble and value all assets	Executor/Lawyer	
19	Determine if there are any buy-sell agreements for assets	Executor/Lawyer	
20	Give notice to beneficiaries of contents of will	Lawyer/Executor	
21	Determine if any assets outside NWT (re-sealing will/tax consequences)	Executor/Lawyer	
22	Transfer "tenants-in-common" real estate	Executor/Lawyer	
23	Determine if <i>Family Law Act, Matrimonial Property Act</i> apply	Lawyer	
24	Application to court for Probate or Administration	Lawyer	
25	Open estate bank account	Lawyer	
26	Close existing bank accounts	Executor/Lawyer	
27	Cancel credit cards	Executor/Lawyer	
28	Cancel subscriptions, memberships, etc.	Executor/Lawyer	
29	Pay all funeral expenses (does not have to go to Probate)	Executor/Lawyer	
30	Advertise for creditors	Executor/Lawyer	
31	Order Death Certificates (middle of month following death)	Lawyer	
32	Convert assets to cash where appropriate	Executor/Lawyer	
33	Pay all debts due including legal expenses	Executor/Lawyer	
34	Meet all uncompleted obligations	Executor	
35	Collect any debts due	Executor/Lawyer	
36	Notify NWT Health Care	Executor/Lawyer	
37	Notify Blue Cross or other provider of speciality insurance	Executor/Lawyer	
38	Contact insurance companies	Executor/Lawyer	
39	Contact Canada Pension Plan re Death Benefits	Executor/Lawyer	
40	Contact other pension plans	Executor/Lawyer	
41	Collect RRSP's, stocks and bonds	Executor/Lawyer	
42	Transfer shares in companies	Executor/Lawyer	
43	Determine if any interest in any other estates	Executor/Lawyer	
44	Defend or commence law suit(s) if necessary	Executor/Lawyer	
45	Retain an accountant to file Terminal Year Tax Return	Executor/Lawyer	
46	Pay all income taxes	Accountant	
47	Obtain Clearance Certificate	Accountant	
48	Prepare estate accounting to file with court	Accountant/Lawyer	
49	Prepare Releases for beneficiaries and distribute assets	Executor/Lawyer	
50	File a final statement of account with court within 2 years	Executor/Lawyer	