**Deceased Taxpayers Information Gathering**

**Complete this form and return with documents listed on page 2**

***Information on the Deceased***

|  |  |
| --- | --- |
| Name of Deceased |  |
| Address |  |
| Deceased SIN |  |
| Deceased Date of Birth |  |
| Deceased Date of Death |  |
| Marital status |  |
| # of Dependents |  |

***Information on the executor or administrator***

|  |  |
| --- | --- |
| Name of Executor/Administrator |  |
| Address and postal code |  |
| Phone number |  |
| Email address |  |

***Asset List at Date of Death***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Type of Asset* | *Account Description*  (ex. financial institution, account number) | *Value* | *Cost* | *Named Beneficiary* |
| **Financial Assets: Registered** | | | | |
| RIF |  |  |  |  |
| RRSP |  |  |  |  |
| TFSA |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Type of Asset* | *Account Description*  (ex. financial institution, account number) | *Value* | *Cost* | *Joint holder, note percentage interest* |
| **Financial Assets: Non-Registered** | | | | |
| List of bank accounts |  |  |  |  |
| List of brokerage accounts |  |  |  |  |
| List of mutual fund accounts |  |  |  |  |
|  |  |  |  |  |
| **Private Company Shares and Receivables** | | | | |
| List of shares held |  |  |  | N/A |
| List of amounts receivable |  |  |  | N/A |
|  |  |  |  |  |
| **Real Estate**  (Indicate ownership % - e.g. if owned jointly with spouse) | | | | |
| Personal home |  |  |  |  |
| List of rental properties owned |  |  |  |  |
| List of recreational properties owned |  |  |  |  |
|  |  |  |  |  |
| **Other Assets**  (only list the items that have appreciated in value) | | | | |
| Cars |  |  |  | N/A |
| Jewelry |  |  |  | N/A |
| Furniture |  |  |  | N/A |
|  |  |  |  |  |
| **Total Assets** |  |  |  |  |

Other information to provide

* copy of the will
* death certificate
* certificate of appointment of estate trustee with a will (probate),
* prior year returns (if deceased was not a client of Lott & Company)
* monthly investment statements for each non-registered account in the year of death as well as subsequent to date of death
* medical and donation receipts
* tax slips for year of death