

DECEASED TAXPAYER CHECKLIST

Filing Deadlines for Deceased Taxpayers

select and submit applicable documents

	Period when death occurred	Due date for the final return
General	January 1 – October 31	April 30 of the following year
	November 1 – December 31	Six months after the date of death
Self-Employed	January 1 – December 15	June 15 of the following year (Note)
	December 16 – December 31	Six months after the date of death
Special Rule (Prior year return)	If the deceased died between January 1 and April 30 (or June 15 if they were self-employed) and the immediately prior year return has not been filed, the due date of that return is extended to six months after the date of death. For example, if an individual passed away on March 15, 2025 and their 2024 T1 return has not been filed yet, the filing and payment deadline for the deceased individual's 2024 T1 return is extended to September 15, 2025.	

Note: Any balance owing is due according to the general guidelines (typically April 30).

The following information is specific to deceased taxpayers. Additional information will be relevant to the income tax return of the deceased taxpayer. Please refer to the **HW Partners Personal Tax Checklist** for other items that may be applicable. The list provided is not exhaustive but represents the most common items required for the preparation of the terminal tax return.

GENERAL INFORMATION

Canada Revenue Agency ("CRA") Authorization Request -

If the terminal tax return is the first return HW Partners is preparing, we will send you this form as part of the onboarding process. If HW Partners was previously authorized on the deceased individual's account, CRA allows this authorization request to stay in effect after the individual's death, so no additional information is required from you if that circumstance applies.

Yes No

Death Certificate.

Yes No

Complete signed copy of the last Will and Testament (and, if applicable, any secondary Will).

Yes No

Certificate of Appointment of Estate Trustee (probate) if applicable.

Yes No

Are any beneficiaries of the last Will and Testament considered a non-resident of Canada for income tax purposes? If yes, please provide the names and country of residence below:

Yes No

Beneficiary: _____

Country: _____

Beneficiary: _____

Country: _____

HW Partners

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ESTATE DISTRIBUTION

Were all assets transferred to a surviving spouse?	Yes	No
If no, we require the following information:		
A report for all non-registered/taxable investment accounts showing the adjusted cost base ("ACB") and fair market value ("FMV") on the date of death. The investment advisor should be able to generate this report. Please feel free to provide the investment advisor's contact information such that we can contact them on your behalf. Investment Advisor Name: _____		
The FMV, ACB and year of purchase of any real estate owned at the date of death. It can be difficult to estimate the FMV on the date of death. It may be beneficial to get an independent appraisal of the value from a real estate appraiser or agent.		
List of all assets and liabilities on the date of death. We have attached a summary page at the end of this checklist which may assist in compiling this information.		

REGISTERED RETIREMENT SAVINGS PLAN ("RRSP")/ LOCKED-IN RETIREMENT ACCOUNT ("LIRA")/ REGISTERED RETIREMENT INCOME FUND ("RRIF")

If the deceased held a RRSP, LIRA or RRIF on the date of death, was the surviving spouse the designated beneficiary of the RRSP, LIRA or RRIF?	Yes	No
If yes, the Income Tax Act permits a tax deferred transfer of property from a deceased taxpayer where the property is transferred to a surviving spouse. Typically, a T4RSP or T4RIF slip and offsetting RRSP deduction slip should be issued in the surviving spouse's name. On a net basis this does not impact the taxable income. However, the slips must be reported on the surviving spouse's income tax return. Each bank reports these transfers slightly differently. If applicable, we suggest discussing the transfer and related slip reporting with the financial institution.		
If no, we require the following information:		
A T4RSP or T4RIF slip should be issued in the deceased annuitant's name showing the FMV on the date of death. If the tax slip is not issued by the financial institution, we will require a statement for the RRSP and/or RRIF account showing the FMV on the date of death. Note the T4RSP and T4RIFs are not due to be issued by the financial institution until February 28th of the year following the year of death.		
Confirmation of Beneficiary: _____		
If the estate is the beneficiary Total post-death withdrawals: _____ Date of withdrawals: _____		

**TAX-FREE
SAVINGS
ACCOUNT
("TFSA")**

If the deceased held a TFSA on the date of death, was the surviving spouse the successor holder or designated beneficiary of the TFSA?	Yes	No
If yes, confirm if the spouse was the following:		
Successor holder If successor holder, the deceased's TFSA remains intact and the surviving spouse becomes the new holder of the TFSA with the financial institution. There should be no impact to the surviving spouse's TFSA contribution room.		
Designated beneficiary If designated beneficiary, you will have to complete Form RC240 – Designation of an Exempt Contribution TFSA, if you wish to transfer the funds from the deceased's TFSA to the surviving spouse's TFSA with minimal impact to the surviving spouse's TFSA contribution room. This form must be filed with the CRA within 30 days of the contribution to the surviving spouse's TFSA. Please contact us before contributing to the surviving spouse's TFSA if you would like our assistance with the RC240 Form.		
If no, and the estate is the beneficiary of the TFSA we require the following:		
Total post-death withdrawals: _____ Date of withdrawals: _____		

**ADDITIONAL
INFORMATION**

Did you apply for the \$2,500 CPP Death Benefit for the estate?	Yes	No
If yes, please provide the date the payment was received: _____		
Were there any additional death benefits received?	Yes	No
If yes, please indicate the type and amount (if you require more space, please use the space at the end of the next page): Type of Benefit: _____ Amount of Death Benefit: _____		
Were donations made pursuant to the taxpayer's will.	Yes	No
Please obtain the official donation receipts from the registered charities. Note that donations made prior to the date of death may still be claimed.		

List of Assets of the Deceased on the Date of Death

*only complete if the surviving spouse did not receive all of the assets

Assets of the Deceased	Description	Date of Death ACB	Date of Death FMV
Cash in bank provide name of financial institutions, as applicable			
Non-registered/taxable investment accounts provide name of financial institution where investments are held			
Tax-Free Savings Account (TFSA) provide name of financial institution		N/A	
Registered Retirement Savings Plan (RRSP) / Registered Retirement Income Fund (RRIF) provide name of financial institution		N/A	
Principal Residence provide address and note the year of purchase in the description area			
Real Estate and Property (other than principal residence) provide addresses			

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Art, Jewellery, Collectibles Only list items that exceed FMV of \$1,000 individually			
Insurance Proceeds Provide name of financial institution			
Cryptocurrency Provide name of account			
Shares of private corporation(s) provide name of corporation, number and class of shares			
Other Assets:			
Total Value of Assets			