



Executor Estate Administration Checklist

A working checklist for legal representatives in Alberta. Complete the applicable steps, keep supporting records, and seek legal or tax advice where the estate requires it.

Immediate arrangements

- ☐ Make funeral arrangements and arrange payment.
- ☐ Secure the home, vehicles, valuables, and important records.
- ☐ Redirect mail and review subscriptions, credit cards, and utilities before cancelling any service needed to maintain property.
- ☐ Find the original will and any codicils; record the beneficiaries' contact details and birthdates.

Understand the estate

- ☐ Speak with an estate lawyer about the will, probate, and your duties.
- ☐ Decide whether an accountant or other professional assistance is needed.
- ☐ Review joint ownership, beneficiary designations, shareholder agreements, and other documents affecting assets.
- ☐ Estimate cash needed for funeral costs, dependants, debts, taxes, and specific gifts.

Identify and protect assets

- ☐ Prepare an inventory of assets and liabilities; review any safety deposit box.
- ☐ Notify financial institutions of the death and ask about opening an estate account.
- ☐ Identify wages, vacation pay, pensions, CPP death or survivor benefits, insurance proceeds, and amounts owed to the deceased.
- ☐ Inventory investments and obtain values as of the date of death.
- ☐ Check insurance on real estate and arrange care of any vacant property.
- ☐ Identify business interests and arrange appropriate management.
- ☐ Obtain valuations or appraisals where needed, and retain the supporting records.



Income tax

- ☐ Gather prior tax returns, slips, and business financial records.
- ☐ Arrange the legal representative's access to the deceased's CRA tax information.
- ☐ Have the deceased's final return and any other applicable returns prepared.
- ☐ Determine whether the estate must file T3 trust returns.
- ☐ Review possible elections, deductions, and spouse rollover treatment with the tax preparer.
- ☐ Pay taxes owing and consider CRA clearance certificates before final distribution.

Administration and distribution

- ☐ Identify creditors and verify claims before paying them.
- ☐ Keep detailed records of receipts, expenses, asset sales, and decisions.
- ☐ Pay valid debts and expenses while retaining enough funds for taxes and remaining obligations.
- ☐ Prepare estate accounts for beneficiaries or the court, if required.
- ☐ Determine whether any further duties or taxes are payable.
- ☐ Distribute gifts and the remaining estate when appropriate; document each distribution and obtain receipts or releases as advised.
- ☐ If the will creates an ongoing trust, set up accounts and arrange continued management and reporting.

Notes and follow up
