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Have you been appointed as an Executor for an estate? What things should you be doing?

1. Decide if you are willing to do the job. (You can decline the appointment.)
 - Assuming you will accept the appointment, the Canada Revenue Agency has a publication called “What to Do Following a Death” – see link :Canada Revenue Agency – What to Do Following a Death - Canada.ca
2. You will contact the deceased’s lawyer and accountant.
 - They will both need a copy of the deceased Will and Death Certificate (this is your proof as executor that they can discuss anything with you).
 - These are professionals that probably knew the deceased and are there to help guide you through the process.
3. If the estate needs to go through the Probate process, you will need to gather information on the assets owned by the deceased at the time of their death.
 - These assets include, but are not limited to, the following:
 - Bank accounts – Institution name and address, account numbers, balances
 - Investment accounts – advisor’s name and address, account number, fair market value
 - Real Estate – Assessment roll #, Property Identifier number, address, fair market value
 - Vehicles and Vessels, including motorcycles, boats, ATVs, snowmobiles, bicycles – vehicle identification number or hull serial number, make, model, year and fair market value
 - Other Assets, including business interest, copyrights, patents, trademarks, household contents, art, jewelry, loans receivable, etc – full description and fair market value
 - This information will be needed to complete an Estate Information Return.
 - The values of the assets are combined to calculate the appropriate Probate fees in your province.
 - This information will also be needed to build a final balance sheet for the deceased. As the name suggests, this final balance sheet shows all the assets that the deceased owned on the day that they died. These assets will be tracked until the estate is settled to show what happened to them and to prove that the Deceased instructions in the Will were followed.