**LIST OF SOME OF THE DUTIES OF AN ESTATE TRUSTEE**

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|  |  | Make proper funeral and burial arrangements.  Locate all wills and testamentary documents of the deceased.  Determine the names and addresses of the beneficiaries of the estate.  Determine the full nature and value of the assets of the deceased and compile an inventory.  Ensure proper insurance is in place on the assets of the estate and ensure the safekeeping of such assets.  Arrange for a listing of the contents of all safety deposit boxes.  Retain a solicitor to advise you in the administration of the estate.  Discuss with the solicitor whether it is necessary to apply for a Certificate of Appointment of Estate Trustee and if so, instruct the solicitor to prepare same for your signature.  99. Discuss with the solicitor whether an Estate Information Return must be filed with the Ministry of Revenue of Ontario. This is due 180 days of the issuance of the Certificate of Appointment and further updates may be required at a later date.  10. Open an estate bank account.  11. Discuss with the solicitor whether any assets must be transferred and the procedure to follow for same.  12. Ascertain the debts owed by the deceased and arrange for their payment.  13. Contest any debts, if you are not satisfied, as to their validity.  14. Cancel applicable utilities or advise of death and forwarding address:  Hydro,  Natural Gas or other heating utility,  Telephone,  Cable,  Tax and Water.  15. Attend at post office to complete change of address.  16. Advise the relevant government offices of the death, for example:  Canada Pension Plan (Income Security Program),  Old Age Security (Income Security Program),  Unemployment Insurance,  Workers Compensation,  Goods and Services Tax (Canada Customs & Rev. Agency),  Ontario Health Insurance Plan (Ministry of Health),  Social Insurance Registration,  Family Benefits Assistance,  General Welfare Assistance,  any other provincial benefits programs,  and return any identification cards of the deceased.  17. If the deceased received income from private pension plans, advise these offices.  18. Consult an accountant to determine which type of return must be filed, the dates when such returns must be filed and tax advice. Generally, the following returns must be filed:  A "terminal" tax return on the deceased's behalf, reporting all income received and accrued from January 1st of the year of death to the date of death must be filed by the later of April 30th following the year of death, or six months following the date of death.  All income tax returns for years prior to the deceaseds death, if they were not filed, must be filed within six months of the date of death.  A T3 return may be need to be filed within 90 days of the trust year end, for instance if income was earned by the estate following the date of death (ie. Interest on investments, CPP death benefit, income, gain or profit earned from trust property).  There is also the possibility that a separate return, called a "Rights and Things Return", would need to be filed depending on the type of income that the deceased earned.  19. Determine with the accountant and the solicitor, if you should request a Clearance Certificate from Canada Customs and Revenue Agency.  20. Discuss with solicitor whether it is advisable to conduct a parentage search with the Registrar Generals Office.  21. Discuss with solicitor whether it is advisable to place an advertisement for creditors in a newspaper.  22. Maintain proper accounts during the administration, as you may be required to obtain an audit of same by the Court and may be required to justify compensation claimed.  23. Prepare the following:  a statement for all beneficiaries showing all dealings with the estate assets during the course of the administration;  a statement of the compensation claimed, if applicable;  releases for completion by the beneficiaries when legacies are paid or assets are transferred to them.  24. Distribute the assets of the estate according to the terms of the will or the Succession Law Reform Act (whichever may apply).  25. Make all decisions as to the administration of the estate. |
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