

FINAL INCOME TAX RETURN (ESTATE) CHECKLIST

Use the following checklist to make sure you have collected all documents we need to prepare the deceased's last income tax return.

SERVICE AGREEMENT

(Download and fill-out the **Service agreement** document found at <https://msafs.com/en/documents.php>)

DOCUMENTS AND INFORMATION NEEDED

- All information concerning the deceased's identity
(Download and fill-out the **Personal Information** form found at <https://msafs.com/en/documents.php>)
- Date of death
- Certified copy of the death certificate
- Originals of each of the will searches at *Chambre des notaires du Québec* and *Barreau du Québec*
- One certified copy of the Last will and testament of the deceased, mentioning the name(s) of the estate liquidator(s)
- Full name and address of each liquidator
- Return address for the last tax return
- All information related to the deceased's income since his last tax return
(Download the **Tax information checklist** document found at <https://msafs.com/en/documents.php>)
- Federal and Provincial Assessments from the previous year as well as all income statements
- Copies of investment statements
- Adjusted cost base of stocks
- Fair Market Value on date of death for stocks
- If there are mutual funds, provide adjusted cost base and Fair Market Value for each fund
- If RIF or RRSP are NON-TRANSFERABLE to the spouse, provide T4RIF form and deduction statement
- If RIF or RRSP are to be transferred over to the spouse, provide slips or letter from company stating this transfer is applicable to the spouse
- A signed **T1013** (Canada) and **MR69** (Quebec) confirming you allow Susan Anderson from 3770303 Canada inc. / M.S.A. Financial Services to contact both the Federal and Provincial governments, to enquire if there were any capital losses from other years
 - Link to T1013 → <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t1013.html>
 - Link to MR69 → <https://www.revenuquebec.ca/en/online-services/forms-and-publications/current-details/mr-69-v/>
- Copies of the previous year's tax return and assessments from both governments

PLEASE ALSO PROVIDE ANY OTHER INFORMATION OR DOCUMENT WHICH WOULD HELP YOUR ACCOUNTANT SERVE YOU BETTER.