

Death of Taxpayer – List of Required Information

- Engagement Letter (attached)
- Will (if there is no will, we need the court order appointing the administrator)
- List of assets (attached)
- Death certificate
- Date of birth _____
- Marital status _____
- Copy of prior year personal income tax return
- Probate application with list of assets and liabilities (P10)
- Probate documents (if applicable, when available)
- Capital gains/loss report from investment advisor on any unregistered investments held at death
- Tax slips and other tax information, when available

List of Executors:

Name:	_____	Email:	_____
Telephone:	_____	Address:	_____
Date of Birth:	_____	SIN:	_____
Name:	_____	Email:	_____
Telephone:	_____	Address:	_____
Date of Birth:	_____	SIN:	_____

List of Beneficiaries:

Name:	_____	Address:	_____
Date of Birth:	_____	SIN/BN:	_____
Name:	_____	Address:	_____
Date of Birth:	_____	SIN/BN:	_____

Name of deceased: _____

Date of death: _____

Was the will probated? Yes No

Please list any assets that were not probated, including those with a direct beneficiary and held jointly:

	<u>Institution Name</u>	<u>Value on Date of Death</u>
Bank account (chequing)	_____	_____
Bank account (savings)	_____	_____
Bank (other)	_____	_____
Other investments:		
RRSP/RRIF	_____	_____
TFSA	_____	_____
Non-registered investments	_____	_____
_____	_____	_____
Other property:		
_____	_____	_____
_____	_____	_____

Dated: _____ Signed: _____

As the executor, I acknowledge that I am responsible for disclosing all assets held at the date of death, including those that had a direct beneficiary or were jointly held.

STERLING STANFORD

CHARTERED PROFESSIONAL ACCOUNTANTS

Engagement letter - Tax Preparation Service

This letter confirms the terms of our appointment as your accountants, and it outlines the terms, nature and extent of the services we will be providing.

Responsibilities

Our services will be performed on the basis that you acknowledge and take responsibility for:

- a) Supplying us with all the necessary information;
- b) Ensuring the accuracy and completeness of the information supplied.

Services Provided

We will prepare and file your income tax return based on the information you provide. Your tax return will only be filed once you have reviewed and signed the authorization to e-file.

Access to Information

To complete our engagement, we will require access to personal information. We will manage all personal information in compliance with our Privacy Statement, which can be found on our website.

Fees

Our tax preparation fee starts with a base charge of \$225 per return (\$400 for couples) which includes the preparation and filing of a personal income tax return with a maximum of 4 tax slips. The fee to prepare additional schedules will be based on time. For example, business and rental schedules, T1135 Foreign Reports and GST returns in particular will require additional time and fees to complete.

Fees based on time may be charged for further assistance with gathering, compiling, summarizing and organizing your tax information, as well as email, correspondence, phone discussions and meetings.

Responding to requests for additional information once the tax return is complete will be charged based on time. This includes follow up requests from CRA for pre and post assessment reviews.

There is a minimum \$50 fee to amend your return if additional information is provided after completion.

If you require a printed copy of your tax return, there will be an additional fee of \$25 per copy.

Terms

We shall be pleased to discuss the contents of this letter with you at any time and to explain the reasons for any items. If the above terms are acceptable to you, and the services outlined are in accordance with your requirements, please sign below.

The services set out in the foregoing letter are in accordance with our requirements. The terms set out are acceptable to us and are hereby agreed to.

Signed: _____

Dated: _____