End of Life Planning – Financial Preparation Checklist

The death of a loved one is one of the most traumatic experiences a person can face. To ease the burden on your loved ones it is sometimes helpful to keep a list of your important financial information to assist them with your financial affairs.

This list should be reviewed and updated regularly and placed in a spot for your executor or Power of Attorney.

<table>
<tr><th colspan="2"></th><th>Date Last Updated</th></tr>
<tr><td colspan="2">Name(s) (your legal name, prior names such as maiden names, and all names you ordinarily use)</td><td rowspan="4"></td></tr>
<tr><td>Social Insurance Number</td><td></td></tr>
<tr><td>Place of Birth</td><td></td></tr>
<tr><td>Date of Birth (mm,dd,yy)</td><td></td></tr>
<tr><td colspan="2">Bank Statements
• For each open bank account (chequing, savings, GICs, RESPs, etc.)</td><td></td></tr>
<tr><td colspan="2">Investment statements, such as RRSPs, RRIFs, TFSAs, Segregated Funds
• Account statements for each one
• Have you designated a beneficiary/successor annuitant?
• Have you designated a contingent (alternate) beneficiary?</td><td></td></tr>
<tr><td colspan="2">Any other investments
• Statement for each account</td><td></td></tr>
<tr><td colspan="2">Pensions
• Copy of each of your pension plans' particulars
• Have you designated a beneficiary?</td><td></td></tr>
<tr><td colspan="2">Life Insurance
• Copy of each of your life insurance policies (or at least the cover pages with the key information).
• Have you designated a beneficiary?
• Have you designated a contingent (alternate) beneficiary?</td><td></td></tr>
<tr><td colspan="2">Power of Attorney
• Copy of your Power(s) of Attorney
• Location of your original Power(s) of Attorney: ______________________________</td><td></td></tr>
<tr><td colspan="2">Will
• Copy of your Will
• Location of your original Will: ____
Do not write on your Will. Always consult your lawyer to make any changes, in order to avoid costly court applications after you pass that would be required if you make handwritten changes.</td><td></td></tr>
</table>

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Safety Deposit Box or Safe • Location of Safety Deposit Box/Safe: ______________________________________ • Location of Key/Combination: ____	
Real Estate • List of addresses for all real estate of which you are a registered or beneficial owner, inside and outside BC • Copy of each property's insurance	
Leases • Copies of all leases (residential tenancy where you're landlord or tenant, commercial leases, vehicle leases, etc.)	
Vehicles • List of all vehicles of which you are a registered owner • Copy of the vehicle's registration and insurance	
Accountant (*if applicable*) Name / Company / Phone Number	
Financial Planner/Investment Advisor (*if applicable*) Name / Company / Phone Number	
Lawyer (*if applicable*) Name / Company / Phone Number	
Funeral Arrangements • Copies of any prepaid or prearranged funeral arrangements. • Details of any specific wishes you have for your funeral or remains.	
Trusts • The name of any trust of which you are a beneficiary or trustee. • The contact information of the Trustee. • A copy of the Trust Deed if you have it.	
Joint Assets (*if not already addressed above*) • A list of all assets you hold jointly with another person. • The name of the other person, and their relationship to you.	
Key Family Law Documents • Copies of all Divorce Orders, Separation Agreements, and Orders Affecting Custody and Guardianship of Minors and/or property rights. *This information is not typically available through channels other than you, so if your estate needs it and you have not provided it, there can be costly steps required to ascertain this information.*	

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<table>
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<tr><td>Debts (statements for each and every of the following)

Credit card
Mortgages and lines of credit
Car loan
Utility bills
Telephone and cable provider
Strata fee
Other debts

As statements and account information increasingly moves to be paperless, this information is pivotal to ensuring obligations are paid/cancelled as appropriate.</td><td></td></tr>
<tr><td>Business interests

Names of all Companies, Partnerships, Joint Ventures, and Businesses in which you hold an interest.
Copies of any Shareholders’ Agreements, Partnership Agreements, Joint Venture Agreements, or Buy/Sell Agreements.
Include all of the information relating to the business that is in this checklist (accounts, assets, digital information, its advisors, etc.).

If you pass or become incapable, your executor or attorney will typically be responsible for dealing with any voting shares in your companies, and therefore typically needs to have all information (or information on where to find it) necessary for the continued smooth operation of the business.</td><td></td></tr>
<tr><td>Digital assets

List of all digital assets (Cryptocurrencies, online games with assets having commercial value, Facebook, Twitter, etc.).
Consider whether you wish your executor to know your login particulars – accessing an account by anyone other than the account holder is usually a breach of the terms of use.

For cryptocurrency, if your estate does not have the access information, the asset is generally lost, but there can still be taxes payable in connection with it.</td><td></td></tr>
<tr><td>Intellectual property/royalties

List of all patents, trademarks and copyrights you have registered or pending (including registration numbers).
Copies of all licensing agreements.
Copies of all agreements under which you are entitled to receive royalties or licensing fees.
</td><td></td></tr>
</table>

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					Date Last Updated
Executor(s)					
	Name	Address	Phone Number	Email Address	
Primary					
Alternate					
Second Alternate					
Guardian(s)					
	Name	Address	Phone Number	Email Address	
Primary					
Alternate					
Second Alternate					

						Date Last Updated
Your next of kin						
Relationship	Name	Address	Phone Number	Email Address	Date of Death *(if applicable)*	
Spouse						
Mother (*include maiden name*)						
Father						

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						Date Last Updated
Your next of kin (continued)						
Relationship	Name	Address	Phone Number	Email Address	Date of Death (if applicable)	
Child(ren)						
Sibling(s)						

Beneficiary(ies) (other than your next of kin listed above)					
Relationship	Name	Address	Phone Number	Email Address	
Beneficiary 1					
Beneficiary 2					
Beneficiary 3					