

## APPENDIX "C"

### EXECUTOR CHECK LIST

- Locate the will
- Make/confirm funeral arrangements
- Apply for death certificate
- Notify pension offices and Medical Services Plan of the death
- Redirect mail, cancel subscriptions
- Identify bank accounts and determine date of death balances
- Access and list contents of safety deposit box(es)
- Review personal papers to determine and locate all assets and liabilities of deceased
- Locate insurance policies, determine amounts payable and beneficiaries, notify insurers of death
- Notify beneficiaries of death
- Prepare a detailed statement of assets and liabilities of the deceased
- Cancel charge accounts, destroy or return credit cards
- Arrange for insurance coverage for assets as required