

CHECKLIST

What to do after someone has died

1. Legal Services and Funeral

- Register the death** by getting a Medical Certificate of Death or Statement of Death
- Arrange the **funeral, burial, cremation, alkaline hydrolysis or scattering**
- Get a burial permit** before the funeral, cremation or alkaline hydrolysis
- Get a death certificate**: This is required to settle an estate, access insurance benefits, access or cancel government services
- Update **will(s) and Power of Attorney documents**

2. Government

- Notify the Government** to cancel services and payments — you may need their SIN number to report the death
- Apply for **Canada Pension Plan (CPP) Survivor Benefit**



CHECKLIST



- File income tax returns:** Inform Revenue Canada of the deceased's date of death as soon as possible — send them proof of death and a copy of the will
- Cancel Health Card**
- Cancel Passport**

3. Finances

- Claim life insurance benefit (if applicable)
- Apply for employment pension benefits
- Notify or cancel credit cards
- Check Safety Deposit Box
- Close bank accounts: Take proof of death and copy of will
- Review financial investments

4. Home and Care

- Review Mortgage Insurance
- Cancel/change house and property insurance
- Change names on billing (e.g. Hydro, Water, Oil, etc.)
- Notify **MedicAlert** (if applicable)

CHECKLIST

- Secure the property: Ask a trusted neighbour or friend to keep a watch over the home
- Contact health insurance provider
- Collect and forward mail
- Cancel services: Internet, Netflix, newspaper, magazine deliveries

5. Vehicle

- Cancel driver's licence**
- Request driver sticker/licence refund** (if applicable)
- Cancel/change car insurance/CAA
- Transfer ownership of car and other vehicles
- Return an accessible parking permit**