LOTT & COMPANY
PROFESSIONAL CORPORATION

Deceased Taxpayers Information Gathering
Complete this form and return with documents listed on page 2

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Information on the Deceased

Name of Deceased	
Address	
Deceased SIN	
Deceased Date of Birth	
Deceased Date of Death	
Marital status	
# of Dependents	

Information on the executor or administrator

Name of Executor/Administrator	
Address and postal code	
Phone number	
Email address	

Asset List at Date of Death

Type of Asset	*Account Description* (ex. financial institution, account number)	*Value*	*Cost*	*Named Beneficiary*
Financial Assets: Registered				
RIF				
RRSP				
TFSA				

Type of Asset	*Account Description* (ex. financial institution, account number)	*Value*	*Cost*	*Joint holder, note percentage interest*
Financial Assets: Non-Registered				
List of bank accounts				
List of brokerage accounts				
List of mutual fund accounts				
Private Company Shares and Receivables				
List of shares held				N/A
List of amounts receivable				N/A
Real Estate (Indicate ownership % - e.g. if owned jointly with spouse)				
Personal home				
List of rental properties owned				
List of recreational properties owned				
Other Assets (only list the items that have appreciated in value)				
Cars				N/A
Jewelry				N/A
Furniture				N/A
Total Assets				

Other information to provide

- copy of the will
- death certificate
- certificate of appointment of estate trustee with a will (probate),
- prior year returns (if deceased was not a client of Lott & Company)
- monthly investment statements for each non-registered account in the year of death as well as subsequent to date of death
- medical and donation receipts
- tax slips for year of death