

Professional Assistance for Executors

An Executor's role in administering an Estate can vary from a task that is relatively easy, to situations that are very complex and demanding. The complexity usually depends on two factors, the nature and extent of the assets and the terms of the Will. An Executorship can be a rewarding experience by helping friends or family through a bewildering time in their lives, or it can be an onerous task if the estate is complex or difficult to administer.

An Executorship is almost always a time consuming undertaking that usually means obtaining some type of assistance from a lawyer, accountant, or other professionals such as Scotia Private Client Group. An Executor needs to ensure that several tax returns are filed, and in many situations, prepare an accounting statement detailing what assets the estate owned, and how they have been managed or distributed. An Executor needs to obtain receipts for gifts made under the terms of the Will, clearance certificates from Canada Customs and Revenue Agency (CCRA) certifying that all taxes were paid, and approvals and releases from the estate beneficiaries to ensure that they agree with the work of the Executor.

We have included in this overview a list of some of the common duties of an Executor to help you get a better understanding of what is involved.

How can Scotia Private Client Group help?

Scotia Private Client Group, and its affiliated companies, has well over a century of experience in administering estates. Our professional staff concentrates on estate administration and they are backed by an expert accounting system to ensure an accurate record of what happened in an estate administration. Our Trust Officers are dedicated to estate administration as a full time job, so we are fully prepared to administer your estate swiftly and expertly.

Duties and Responsibilities of an Executor

The duties of an Executor vary considerably depending on the complexity of estate assets, tax jurisdiction and the financial structure of the estate assets. An Executor's duties can also include trusteeship, an arrangement typically extending over many years, which is best handled by professionals. By retaining SPCG, you can be assured that the administration of the estate will be handled objectively and impartially, as well as professionally.

Suite 202
10060 Jasper Avenue
Edmonton, AB
780-413-4399
Toll Free 1-800-413-4399



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Summary of Asset Holdings

Real Estate \$ _____ *Personal Effects* \$ _____
(Net of Mortgage) *(ie. Jewelry, furs)*

Cottage/Farm \$ _____ *Household goods* \$ _____

Bank Accounts \$ _____ *GIC's* \$ _____

Insurance \$ _____ *Annuities* \$ _____

Pensions \$ _____ *Mortgages* \$ _____

Automobile(s) \$ _____ *R/V's/Boats etc.* \$ _____

Securities \$ _____ *R.R.S.P.'s* \$ _____

R.R.I.F.'s \$ _____ *Business Interests* \$ _____

Other Assets \$ _____ *Other Assets* \$ _____
(Describe) *(Describe)*

Total Assets Passing Under Estate \$ _____

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Additional Resources

WHAT TO DO WHEN SOMEONE DIES

Pensions, Benefits and Personal Finance

<http://www.gov.ab.ca>

Income Security Program	1-800-277-9914
Alberta Pension Administrators	1-800-661-8198 780-422-4748
Annuation (Pension)	1-800-561-7930
Alberta Ministry of Finance	780-427-3035
Canadian Passport	1-800-567-6868
Alberta Motor Association	780-430-5555
Alberta Health and Wellness	310-0000 780-427-1432
Canadian Government Annuity	1-800-561-7922
Scotiustrust	1-866-413-4399

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