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ESTATER / TRUST TAX RETURN CHECKLIST

Estate / Trust Identification

Legal name of Estate / Trust	
Type of Trust	Inter Vivos
Trust Account # (if assigned)	
Date of death (if estate)	
Executor / Trustee Name	
Contact email	
Phone	

Opening Balances

Prior year T3 return	
Prior year Notice of Assessment	
Statement of assets at start of year	

Income Earned During Year

Interest income (bank, GICs)	Yes		No	
Dividend income (T5 slips)	Yes		No	
Capital gains (T5008 statements)				
Rental income				
Business income (if applicable)				
Foreign income				

Capital Transactions

Investments purchased	
Investments sold	
Real estate sold	
Assets transfer to beneficiaries	
Other	

Expenses Paid by Estate/Trust

Legal fees	
Accounting fees	
Investment management fees	
Property maintenance expenses	
Funeral expenses (estate only)	
Trustee compensation	

Distributions to Beneficiaries

Amounts distributed during year		
Beneficiary names		
Beneficiary SIN		
Beneficiaries allocation instructions		

Liabilities & Obligations

Outstanding debts of estate	
Tax balances owing	

CRA & Compliance

CRA correspondence received	
CRA Re-assessments received	
Filing deadlines confirmed	

Planning & Advisory Review

Estate nearing wind-up?	
Long-term trust continuation planned?	
Beneficiary disputes or changes?	
Capital distribution planning required?	
Tax minimization strategies to review?	