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# A Generic Guide To Preparing And Activating a Departure Plan

Part A : Getting Your Affairs In Order

Part B: So You're The Executor – Now What?

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New Brunswick Society of Retired Teachers  
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# Part A: Getting Your Affairs In Order

We've all heard horror stories about the confusion that some executors have had to deal with when trying to tidy up the affairs of someone who passed away with no "departure plan" in place. It makes sense to leave our affairs organized to avoid confusion, financial penalties, and hard feelings.

The following is intended to provide a guide to help you create your own departure plan.

**Note:** This list may not be complete.

## I. Legal Documents

- A. Legal Will – valid with up-to-date Executor, assets and beneficiaries
- B. Enduring Power of Attorney #1 – for property and financial assets
- C. Enduring Power of Attorney #2 – for personal care
- D. Health Care Directive – written down and signed for serious illness and end-of-life care wishes
- E. Guardianship Agreement – for youth under 19. For adults with capacity or disability concerns, seek legal advice

**Confirm named representatives are able and willing to act on your behalf.**

## II. Copies of Supporting Documents

- A. Birth Certificate
- B. Baptismal Certificate
- C. Social Security Card
- D. Health Card (Medicare)
- E. Marriage Certificate / Divorce Certificate
- F. Revenue Canada – tax forms for at least the last two filing periods
- G. Passport
- H. Military Service Number/Dates of Service
- I. Registration(s) - Vehicles/Motorcycles/Boats, etc
- J. Residence/Cottage/Property – Deed, Tax Bill, Mortgage, Rental Agreement
- K. Insurance Policies – Policy numbers for Life, Home, Auto, other
- L. Investment Contracts/Receipts – RRSPs, RRIFs, GICs, etc
- M. Utilities – copy of at least one statement for each utility
- N. Pensions – copy of at least one deposit notice or bank deposit for each

## III. Written Preparatory Measures

- A. Funeral – written wishes or pre-planned/pre-paid agreement
- B. Inventory (with locations) – financial assets, property, jewelry, photos, etc
- C. Digital Assets/Social Media – list with login names and passwords, or set up legacy contact permissions
- D. Bank/Credit Union – list accounts, credit cards, loans, safety deposit box
- E. Recurring Payments – list automatic monthly/annual renewals
- F. Pet Care – name foster pet parents

## Part B: So You're The Executor – Now What?

Carrying out the duties of an Executor is so much easier when working from a plan. The following is intended to provide a generic guide to help you complete your tasks. It should be noted that an Executor may renounce the position before starting to act if he/she is not willing or is not able to undertake the duties and responsibilities of an Executor.

**Before beginning, the Executor should prepare an inventory of assets with their estimated values, all debts, and any estimated income tax issues before determining what next steps may be required – see Inventory Data Sheet on Page 4. If the debts are significant, the Executor should seek legal advice before acting.**

**Note:** This list may not be complete.

<p><b>FEDERAL:</b> (Click on the link for assistance)  <a href="#"><i>What To Do When Someone Has Died</i></a>  <b>Service Canada</b> - Notify applicable federal departments such as Public Service Pension Plan (CPP), Federal Gov't Superannuation Pension Plan, Canadian Forces Superannuation Plan (CFS), Old Age Security (OAS), Guaranteed Income Supplement (GIS), Passport Canada, etc and Veterans Affairs Canada (VAC)          Make application for eligible benefits such as Death Benefit, Survivor Benefit, etc  <b>Social Insurance</b> – Notify the Social Insurance Registry  <b>Revenue Canada</b> - Make notification of the deceased's passing and prepare to file final tax return in the next calendar year.  <u>Be sure to apply for a "Clearance Certificate"</u></p>	<p><u>Will Require the Deceased's:</u>          Social Insurance Number          Military Service Number (if applicable)          Birth/Baptismal Certificate          Marriage Certificate          Death Certificate          Income Tax Forms (last two years)</p> <p><u>Proof that you are the Executor</u>          (Named in the Will, certified document, etc)</p>
<p><b>PROVINCIAL:</b> (Click on the link for assistance)  <a href="#"><i>Reporting a Death to Service NB</i></a>  <b>Service New Brunswick:</b> Cancel Medicare Card, transfer vehicle registration(s), settle Property Tax payment(s), cancel NB Prescription Drug Program if deceased was a member, etc.  <b>NB Teachers' Pension Plan (NBTPP):</b> Contact Vestcor. Also contact NBSRT if deceased was a member.</p>	<p><u>Will Require the Deceased's:</u>          Medicare Card          Social Insurance Number          Birth/Baptismal Certificate          Death Certificate          Property Tax Account Information          Vehicle Registration(s)/Insurance Card</p> <p><u>Proof that you are the Executor</u>          (Named in the Will, certified document, etc)</p>
<p><b>Insurance Policies:</b> Make applications for eligible payouts and transfers for Life Insurance, Home/Auto Insurance, Health Insurance, etc. Ask about eligibility for additional unadvertised benefits.</p>	<p><u>Will Require the Deceased's:</u>          Insurance Policy Number          Social Insurance Number          Death Certificate</p> <p><u>Proof that you are the Executor</u>          (Named in the Will, certified document, etc)</p>

<p><b>Banks/Credit Cards/Investments:</b></p> <p>Plan to meet with each financial institution to confirm their procedures and probate requirements. These meetings may lead to further meetings with legal advisors</p> <p>Access accounts, safety deposit boxes. Cancel credit cards, close loan/mortgage balance(s). Transfer investments. <b>Leave bank accounts open until all bills are paid and all deposits have been made.</b></p>	<p><u>Will Require the Deceased's:</u></p> <p>Account Numbers/Past Statements Usernames/Passwords Death Certificate</p> <p><u>Proof that you are the Executor</u> (Named in the Will, certified document, etc)</p>
<p><b>Utilities:</b> Notify landlord if the deceased lived in an apartment. Close/Transfer Power, Telephone, Internet, Satellite/Cable, Water/Sewage, etc. Pay outstanding balance(s).</p> <p>If the deceased lived in a condo, fees, taxes, and payments are required until the sale of the unit.</p> <p>If the deceased lived in a privately owned residence, pay outstanding property taxes, utility bills, etc.</p>	<p><u>Will Require the Deceased's:</u></p> <p>Account Numbers/Past Statements Usernames/Passwords Death Certificate</p> <p><u>Proof that you are the Executor</u> (Named in the Will, certified document, etc)</p>
<p><b>Memberships/Subscriptions:</b> Cancel annual/monthly memberships/subscription automatic renewals.</p>	<p><u>Will Require the Deceased's:</u></p> <p>Account Numbers/Past Statements Usernames/Passwords</p>
<p><b>Social Media Accounts:</b> Announce deceased's passing and cancel account(s). If you have been named as the "Legacy Contact", follow the platforms' procedure.</p>	<p><u>Will Require the Deceased's:</u></p> <p>Usernames/Passwords.</p> <p>As a "Legacy Contact", you may not need the deceased usernames and passwords.</p>

See a list of resources in ANNEX A – Page 5

# Inventory Data Sheet

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# ANNEX A

## Video Link:

NBSRT Video Recording (Feb 15, 2023)

### [Estate Planning](#)

Estate Planning lawyer, Jodi Lee-White, and Financial Advisor, Dave Gorman, discuss the topic *Estate Planning* and offer tips.

Jodi Lee-White

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## Information Links:

Government of Canada – Financial Planning:

[Estate Planning](#)

Public Legal Education and Information Service:

[Planning Ahead](#)

Government of Canada – Power of Attorney:

[What Every Senior Should Know](#)

Financial and Consumer Services Commission of New Brunswick:

[Understanding Power of Attorney](#)

Canadian Foundation For Economic Education

[Wills and Inheritance](#)

Advance Care Planning Canada

[My Speak-up Plan](#)

The Plan Well Guide

[Serious Illness Planning](#)

A Free Estate Planner

[Departing Details Workbook](#)

Closing Your Social Media Accounts After You're Gone

[Legacy Tools](#)