

MANAGING YOUR ESTATE

WHEN TO REVIEW YOUR WILL

Be sure your Will reflects new or changing family circumstances such as:

- Marriage
- Divorce
- Death of a spouse or child
- Birth or adoption of a child
- Birth of a grandchild
- Retirement
- New business started
- Move to another province
- Children have reached adulthood
- Life insurance policy purchased or terminated
- Substantial inheritance or gift received
- Desire to make charitable donations
- Real estate acquired, especially in a province other than your residence

WHAT YOUR EXECUTOR NEEDS TO KNOW ABOUT YOU

You can be of great assistance to your executor by providing him or her with the following information (either give him or her a copy or make it readily accessible.)

1. Your legal name and permanent address.
2. Address of your other residences, time you spend in each, and where you are registered to vote.
3. Date and place of your birth.
4. The social insurance numbers of you and your spouse.
5. Your spouse's legal name.
6. The date and place of your marriage and place where your marriage license can be found.
7. If married previously, name of former or deceased spouse; if divorced, place of divorce, whether contested, and who brought the action; if separated by agreement or court action, all details of the separation, including where your separation agreement can be found.
8. A copy of a prenuptial agreement, if you entered into one.
9. Names, addresses, and ages of your immediate relatives, and whether any are dependant.
10. Names and addresses of beneficiaries.
11. A copy of any trusts you have or under which you are a beneficiary.
12. Your accountant's and legal advisor's names and addresses.
13. Your employer's name and address.
14. A copy of documents related to a pension or any other employment benefits you are entitled to, and whether these benefits are payable on your death.
15. List of your life insurance policies.
16. List of real estate and any other assets you own.
17. Approximate amount of your debts, including names and addresses of those you owe.

Caution: *This information is important to have available for yourself and your executor but it is not necessarily a prerequisite to having your Will drafted and signed. Do not allow the collection of this information to delay the priority of completing or updating your Will.*