

When Someone Dies in Ontario: A Checklist

The first hours

- ☐ An expected death: call the doctor who was caring for the person.
- ☐ An unexpected death: call 911 first.
- ☐ No doctor or emergency service nearby, or unsure of the circumstances: contact the local coroner's office.
- ☐ If you are using one, call a funeral home.

Register the death

- ☐ Medical Certificate of Death: completed by the doctor or a coroner.
- ☐ Statement of Death: completed by a family member with the funeral director, who sends both to the municipal clerk's office.
- ☐ Burial permit: needed for a burial or cremation, and issued only after the death is registered.
- ☐ Order death certificates once the death is registered. You will need them for the estate, insurance and accounts.

Find the will

- ☐ Look at home, in a safety deposit box and with the person's lawyer.
- ☐ Ask the estates division of the local Ontario court whether a will was filed.
- ☐ Note the estate trustee (the executor) the will names.
- ☐ No will? Ontario suggests speaking to a lawyer; the Law Society of Ontario's referral service can help you find one.

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Who to tell

- ☐ Service Canada, to cancel CPP and Old Age Security. Payments after the month of death must be returned.
- ☐ The Canada Revenue Agency, as soon as possible.
- ☐ ServiceOntario, to cancel the driver's licence. Return an accessible parking permit within 30 days.
- ☐ Banks and other financial institutions.
- ☐ The Family Responsibility Office, if the person paid child or spousal support.

Money the estate may be owed

- ☐ The CPP death benefit: a basic \$2,500 with a possible top-up of \$2,500, so up to \$5,000. Apply as soon as possible.
- ☐ Survivor benefits: a surviving spouse or partner should ask Service Canada.
- ☐ A final income tax return for the person who died, filed by the executor.

You don't need to report the Social Insurance Number: when a death happens in a province, the province tells the SIN program for you.