

Executor List of Duties and Procedures Following a Death of a Family Member

Please note that most actions require an original or stamped photo copy of "**Death Certificate**" also referred to as "**Funeral Directors Statement of Death**".

- Open Estate Bank Account with death certificate (optional) if there is no will for deceased))
- View Safety Deposit Box contents (death certificate required for entry)
- **Cancel Credit Cards.**
- **Apply for Canada Pension death benefits** 1 800 277-9914/1800 255-4786
 - A death benefit of up to \$2500.00 is payable to the deceased's estate (only if the deceased worked in Canada more than 10 years).
 - Aish and Social Services files can help cover the cost of funeral only if approved before burial, deceased must have social worker and social insurance number on file.
 - Survivor's pension is available for spouse and children under 18 years, applications available online, any registries or funeral home, once complete mail out originals to address below with requested documents.

Human Resources Development Canada / Income Security Programs P.O. Box 2710 Main Street Edmonton, Alberta T5J 4G2

- Funds for funeral and burial services for eligible war veterans, military disability pensioners and civilians. Contact Information - Toll-Free: 1-866-522-2122.
- Funds for low-income Albertans- Can apply for funeral costs reimbursement through <https://www.alberta.ca/funeral-benefits> or call 780-638-4443.
- Canada Pension Plan (CPP) Children's Benefits provide a monthly benefit to the dependent children of disabled or deceased contributors. Contact Information Toll-Free: 1-800-277-9914 Telephone: 613-957-1954
- **More information on the following topics is available on Government of Canada website at:**
<http://www.canadabenefits.gc.ca/canben/f.1.2cl.3st@.jsp?lang=eng&catid=12&geo=2>
- **Cancel Alberta Health Care** call (780) 427-1432 and Cancel Blue Cross call (780) 428-1110/ 780 498-8000
- Visit any Alberta Registries (310-0000 / 780 427-7013) **to obtain a government death certificate you must apply at any Alberta Registries office.** The death certificate issued by our office may be used to finalize documents (not court issues and out of country business).
- Vehicles – death certificate is required to change ownership of any vehicles and Cancel Driver's License.
- Land Titles office – call (780) 427-2742 to change name of property title
- Utility companies require a death certificate to change the name on the bill
- Canada Post requires a death certificate to redirect the mail
- File final income tax for current year
- GST Refund Cheque Cancellation- call 1-800-959-8281/ 1800 387-1193
- Union members have some death benefits or insurance to cover expenses, Contact Life Insurance if necessary.
- Families seeking further financial or basic needs may contact
 - Alberta Works (social services) humanservices.alberta.ca/Alberta-supports Toll Free: 1-877-644-9992.
 - Old age security 1800 277-9914 / For Emergency Medicine have the pharmacy call 780 644-5135
 - For More senior benefits (Provincial and Federal) look online or call 211

*** If you have placed an obituary in the Edmonton Journal, there is an online guest book that remains for 30 days, and you can view or print all the condolences from friends and family.