Executor Estate Tax Checklist

Eight steps that reduce the estate's tax and protect you personally

Gondaliya CPA Professional Corporation | Licensed Ontario CPA Firm

Most of an estate's tax result is decided before the T3 is filed. Work through these steps early, in order, and both the estate and you as executor are protected.

- [ ] **1 File the final T1 return**
  Income to the date of death and the deemed disposition of capital property.
- [ ] **2 Diarize the T3 deadline**
  90 days after the estate's tax year-end; choose the GRE year-end wisely.
- [ ] **3 Use the GRE window**
  Graduated rates and elections within 36 months of death.
- [ ] **4 Review the spousal rollover**
  Defers gains to a spouse; you can elect out property by property.
- [ ] **5 Place the donation credit**
  Against the estate, the terminal return, or the year before death.
- [ ] **6 Keep the estate open for losses**
  A loss carryback can recover tax paid on the deemed disposition.
- [ ] **7 File the Estate Information Return**
  In Ontario, within 180 days of the estate certificate.
- [ ] **8 Get the TX19 before distributing**
  The clearance certificate is your protection from personal liability.

PRO TIP

Never distribute before the TX19 clearance certificate. If a reassessment follows, the CRA can pursue you personally

What happens next

1. **Free consultation**
   We map the estate's tax steps with you.
2. **Flat fee, HST included**
   Quoted in writing before any work starts.
3. **Guided to clearance**
   From the terminal return to the TX19.

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