

PLANNING GUIDE

KEEPING LIFE'S DETAILS ORGANIZED & TOGETHER





PLANNING GUIDE

This guide is designed to help prioritize and organize the many tasks your loved ones are faced with following your funeral.

This is the time your loved ones need your guidance the most. Completing this guide will give them the information they need to finalize your funeral arrangements and move forward with your estate plan.

Please remember that while this guide will help you get started with your funeral planning, it cannot replace the value of pre-planning your arrangements with a funeral professional (funeral home, transfer service, cemetery or crematorium) nor does it replace any legal, tax or other professional service. It is always wise to seek professional advice.

■ Name of Funeral Home, Transfer Service, Cemetery or Crematorium where my pre-arrangements have been made:

■ Phone Number:

■ Date:

MY PARTICULARS

■ Full Name:

■ Address:

■ Date of Birth:

■ Birth Place:

■ Occupation:

■ Citizenship:

■ Marital Status:

■ Name of Spouse:

■ Maiden Name:

■ Date of Marriage:

■ Father's Full Name:

■ Father's Birth Place:

■ Mother's Maiden Name:

■ Mother's Birth Place:

■ Will: Yes No

■ Location of the Will:

■ Lawyer Name:

Phone #:

My Executor(s):

■ Name:

Phone #:

■ Name:

Phone #:

■ Name:

Phone #:

MY CHOICES

■ Funeral Pre-arranged: Yes No

■ Funeral Pre-paid: Yes No

■ Place of Service: Funeral Home Church

Other:

■ Officiant:

■ Preferred Music:

■ Person(s) to do my Eulogy:

■ Persons to be Pallbearers:

■ Burial: Yes No

If yes, do you have cemetery property? Yes No

■ Name of Cemetery:

Cemetery Section:

Cemetery Lot #:

■ Cremation: Yes No

If yes, where do you wish the ashes to be placed? Family Plot Niche

Other:

■ Name of Crematorium:

■ Entombment: Yes No

If yes, do you have a mausoleum crypt? Yes No

■ Name of mausoleum and related information:

■ Other Choices:

MY INFORMATION FOR NOTICE/OBITUARY

■ For Newspaper:

■ Social Networking Website:

■ I Would Like My Name to be Printed This Way:

■ My Spouse:

■ Children and Their Spouses:

■ Grandchildren and Their Spouses:

■ Great Grandchildren:

■ Siblings and Their Spouses:

■ Parents:

■ My Education:

■ Professional Designations:

■ Religious Affiliation:

■ Clubs/Associations I Belong To:

■ Charitable Donations To:

■ Achievements:

■ Additional Information:



THINGS THAT REALLY MATTER

■ Special Memories:

■ People Who Made A Difference In My Life:

■ The Things That I Am Most Proud Of:

■ Favourite Pastimes:

■ Favourite Quotes:

■ Favourite Songs:

■ Favourite Books:

■ Things That Made Me Laugh:

■ Things That Made Me Cry:

■ My Pets:

MY FAMILY AND FRIENDS TO BE NOTIFIED

■ Name:

Relationship:

Phone #:

■ Name:

Relationship:

Phone #:

■ Name:

Relationship:

Phone #:

■ Name:

Relationship:

Phone #:

■ Name:

Relationship:

Phone #:

■ Name:

Relationship:

Phone #:

■ Name:

Relationship:

Phone #:

■ Name:

Relationship:

Phone #:

■ Name:

Relationship:

Phone #:

■ Name:

Relationship:

Phone #:

■ Name:

Relationship:

Phone #:

OTHER CONTACTS TO BE NOTIFIED

Accountant	Company Name:	
	Contact Name:	Phone #:
Bank	Company Name:	
	Contact Name:	Phone #:
Cable/Satellite	Company Name:	
	Contact Name:	Phone #:
Cell Phone	Company Name:	
	Contact Name:	Phone #:
Chiropractor	Company Name:	
	Contact Name:	Phone #:
Clergy	Company Name:	
	Contact Name:	Phone #:
Dentist	Company Name:	
	Contact Name:	Phone #:
Doctor	Company Name:	
	Contact Name:	Phone #:
Employer	Company Name:	
	Contact Name:	Phone #:
Eye Doctor	Company Name:	
	Contact Name:	Phone #:
Furnace/AC	Company Name:	
	Contact Name:	Phone #:
Landlord	Company Name:	
	Contact Name:	Phone #:
Telephone	Company Name:	
	Contact Name:	Phone #:
Veterinarian	Company Name:	
	Contact Name:	Phone #:

OTHER CONTACTS TO BE NOTIFIED

OTHER ORGANIZATIONS TO CONTACT INCLUDE HEALTH CLUBS, PHYSIOTHERAPISTS, CHARITIES, PHARMACY

■ Other	Company Name:	
	Contact Name:	Phone #:
■ Other	Company Name:	
	Contact Name:	Phone #:
■ Other	Company Name:	
	Contact Name:	Phone #:
■ Other	Company Name:	
	Contact Name:	Phone #:
■ Other	Company Name:	
	Contact Name:	Phone #:
■ Other	Company Name:	
	Contact Name:	Phone #:
■ Other	Company Name:	
	Contact Name:	Phone #:
■ Other	Company Name:	
	Contact Name:	Phone #:
■ Other	Company Name:	
	Contact Name:	Phone #:
■ Other	Company Name:	
	Contact Name:	Phone #:
■ Other	Company Name:	
	Contact Name:	Phone #:
■ Other	Company Name:	
	Contact Name:	Phone #:
■ Other	Company Name:	
	Contact Name:	Phone #:

1 Name:

Born: _____

Place: _____

Married: _____

Place: _____

Died: _____

Place: _____

Spouse: _____

2 Name:

Born: _____

Place: _____

Married: _____

Place: _____

Died: _____

Place: _____

3 Name:

Born: _____

Place: _____

Married: _____

Place: _____

Died: _____

Place: _____

4 Name:

Born: _____
Place: _____
Married: _____
Place: _____
Died: _____
Place: _____

8 Name:

9 Name:

5 Name:

Born: _____
Place: _____
Married: _____
Place: _____
Died: _____
Place: _____

10 Name:

11 Name:

6 Name:

Born: _____
Place: _____
Married: _____
Place: _____
Died: _____
Place: _____

12 Name:

13 Name:

7 Name:

Born: _____
Place: _____
Married: _____
Place: _____
Died: _____
Place: _____

14 Name:

15 Name:

MY ESTATE SETTLEMENT PREPARATION

DOCUMENTS THAT WILL MOST LIKELY BE NEEDED

Social Insurance Numbers of:

■ Deceased: Yes No Located in:

■ Surviving Spouse: Yes No Located in:

■ Dependent Children*: Yes No Located in:

Birth or Baptismal Certificates of:

■ Deceased: Yes No Located in:

■ Surviving Spouse: Yes No Located in:

■ Dependent Children*: Yes No Located in:

■ Marriage Certificate or Statutory Declaration of Common-Law Union

Yes No Located in:

■ Prenuptial Agreement: Yes No Located in:

■ Divorce Certificate Yes No Located in:

■ Funeral Director's Proof of Death Certificate (Multiple Copies), to receive from funeral home

■ Funeral Home Statement of Account for Funeral Expenses

Yes No Located in:

■ Power of Attorney Yes No Located in:

■ Living Will Yes No Located in:

■ All Pertinent Tax Slips (T5, T4-A receipts, etc.)

Yes No Located in:

■ Vehicle Ownership Yes No Located in:

■ Valid Passport Yes No Located in:

■ Health Card Yes No Located in:

■ Credit Cards Yes No Located in:

■ Organ Donation Card Yes No Located in:

*Only required if there are surviving dependent children under age 18 or between 18-25 and still in school.

NOTIFICATION AND CANCELLATIONS

FINANCIAL INSTITUTIONS

Bank Account Info

■ Name of Bank:

Branch:

Phone #:

■ Name of Bank:

Branch:

Phone #:

■ Name of Bank:

Branch:

Phone #:

Safe Deposit Boxes

■ Name of Bank:

Number:

■ Name of Bank:

Number:

Loans/Lines of Credit/Mortgages:

■ Check One: Loan Line of Credit Mortgage

Financial Institution:

Phone #:

■ Check One: Loan Line of Credit Mortgage

Financial Institution:

Phone #:

■ Check One: Loan Line of Credit Mortgage

Financial Institution:

Phone #:

■ Check One: Loan Line of Credit Mortgage

Financial Institution:

Phone #:

Investments:

■ Financial Advisor Name:

Company Name:

Phone #:

■ Financial Advisor Name:

Company Name:

Phone #:

■ Type (RRSP, RESP, RRIF, Stocks, Bonds)

Financial Institutions

NOTIFICATION AND CANCELLATIONS

CREDIT CARD CANCELLATIONS

MasterCard, located in:

MasterCard, located in:

Visa, located in:

Visa, located in:

AMEX, located in:

AMEX, located in:

Gas Cards:

Located in:

Miscellaneous/Other Cards:

Located in:

NOTES

NOTIFICATION AND CANCELLATIONS

INSURANCE

■ Check One: Auto Life House Health Other:

Insurance Company:

Phone #:

Policy #:

Located in:

■ Check One: Auto Life House Health Other:

Insurance Company:

Phone #:

Policy #:

Located in:

■ Check One: Auto Life House Health Other:

Insurance Company:

Phone #:

Policy #:

Located in:

■ Check One: Auto Life House Health Other:

Insurance Company:

Phone #:

Policy #:

Located in:

■ Check One: Auto Life House Health Other:

Insurance Company:

Policy #:

Phone #:

GOVERNMENT DEPARTMENTS

■ My income tax returns are located in:

■ My provincial health card is located in:

■ My driver's license is located in:

■ My vehicle ownership is located in:

PENSIONS (Check off which apply)

CPP OAS Veteran's Benefit WSIB Benefits OMERS Teachers Pension

Hoopp Superannuation Other:

FREQUENTLY ASKED QUESTIONS

THREE STEPS TO FUNERAL PRE-PLANNING

Talk with your Family: Pre-arranging a funeral begins with a conversation between you and your family about your final wishes. Whatever arrangements you make for yourself will have no impact on you, but will have a major impact on your family. Often times what you think will be best for your family will actually make things harder for them at the time. The plans you make will affect how they cope and come to terms with their loss.

Get Organized: The next step is to get organized by meeting with a Funeral Professional in your home or at their office. They are trained to help you evaluate the options available and will help you develop a plan that makes sense for you and your family.

Paying for the Arrangements: The funeral will have to be paid for eventually. The question is: pay now or have someone else pay later? Only you can decide that based on your financial status. Most people decide to pre-pay to make things easier for their families. There are numerous options for pre-payment. Your Funeral Professional will walk you through these options so you can determine what works best for you. If you choose to pre-pay, your Funeral Professional will draw up a contract itemizing the costs and payment terms.

FREQUENTLY ASKED QUESTIONS ABOUT FUNERAL PRE-PLANNING

Why should I pre-pay my funeral?

Pre-paying your funeral ensures that there are funds available to cover the cost of your wishes and alleviates your family from the stress of accessing funds after your death. In addition, pre-paying your funeral effectively eliminates emotional overspending and frees your family to focus on the aspects of the funeral that matter most to them. The music, flowers, eulogy and photographs are just a few of the important things that will help your family come to terms with their loss.

If I pre-pay my funeral, is my money safe?

Yes. All licensed funeral establishments in Ontario contribute to a Compensation Fund which is administered by the Board of Funeral Service. This fund exists to protect the consumer.

What if I change my mind about my pre-arrangements?

As your life circumstances change, so can your pre-arrangements. In fact, it is prudent to review your pre-arrangements every 5-10 years to ensure your plan still makes sense for you and your family.

Does anyone have the right to change my funeral plans after I have pre-paid?

No. When you pre-pay your own funeral, you have a contract between you and the funeral home. As such, you are the only one who can make changes.

What happens if I pass away while travelling?

The most important thing to remember if a death occurs while travelling is to contact the funeral home in your home town. They can advocate for you and alleviate much of the worry and confusion that can occur during this particularly stressful time. Also, you should check with your Funeral Home to see if they offer a Travel Assistance Plan. These plans are inexpensive and cover the costs to bring you back to your home town in the event of a death away from home.

FREQUENTLY ASKED QUESTIONS

I received mail from an insurance company about purchasing a funeral plan. Is this the same as a pre-paid funeral?

Not necessarily. You should never purchase any kind of “funeral plan” before talking with a representative from a licensed funeral home. Often, these types of mailers are offering a final expense insurance policy and are not a pre-paid funeral at all. A pre-paid funeral will always involve an itemized pre-paid contract with a licensed funeral establishment, signed by a licensed funeral director. If you are unsure if an establishment or representative is licensed, then you should ask to see the license.

It is important to deal only with a licensed funeral establishment to ensure that you have a pre-paid contract that qualifies under the Compensation Fund which exists to protect the consumer. Additionally, a pre-paid contract up to \$15,000 with a licensed funeral establishment qualifies as an EFA (Eligible Funeral Amount) which ensures that all interest earned in the pre-paid fund grows tax exempt.

FREQUENTLY ASKED QUESTIONS ABOUT EXECUTORSHIPS

I want to name an Executor for my estate. Where do I begin?

It is all about choices. You can choose to have a family member, friend or third party professional handle the settlement of your estate. There are many options available: from a professional handling everything to ease the burden on your family and friends, to co-executor services where the estate settlement is handled by both a family member/friend and a Professional.

What are the duties of an executor?

An executor’s duties vary depending on the complexity of the estate. Some duties include: locating, reading and interpreting the will, gathering the estate’s assets (financial, insurance, pensions) and administering the estate (close out accounts, locate missing beneficiaries, distribution of personal effects, etc...)

Is there assistance for my chosen Executor?

Executors have the right to seek assistance and still retain their decision-making authority. An executor can get help from Trust Companies, Lawyers and Accountants.

Do I need a Will?

Yes. Having a legal will makes things easier for your family. A legal will not only outline how your assets are to be distributed, it also states who is responsible. Not having a will, or having a poorly drawn will can place unnecessary stress on your family and will make simple tasks (like closing bank accounts) much more difficult.

What is considered a legal Will?

In Canada there are 4 types of legal Wills. A formal Will is drawn up by a lawyer or notary and signed according to the requirements of provincial law. A holograph Will is a handwritten Will that is signed by the maker but does not have to be witnessed. (Not valid in all provinces and not recommended). An international Will is drafted and signed according to set standards agreed to by certain jurisdictions who have signed an international convention regarding Wills. (Not valid in all provinces). The last is a Quebec notarial Will that is drawn up by a notary.

SCHEDULE AN APPOINTMENT

If you have received this booklet prior to pre-planning your funeral with a funeral professional and would like to schedule an appointment to finalize a prearrangement, please tear out the sheet, fill out the form and send back to the funeral professional.

Name:

Address:

City:

Province:

Postal Code:

Phone:

Email Address:

I would like more information on the following:

- Free estimate for my funeral
 - Keep me posted with upcoming seminars, newsletters and topical information
 - Funeral Service options
 - Travel Assistance Plans
-





PLANNING GUIDE

KEEPING LIFE'S DETAILS
ORGANIZED & TOGETHER