

Your role as a liquidator of a succession

Liquidating a succession, more commonly known as an estate, means carrying out the final wishes of the deceased. As liquidator, you'll need to be accountable to the heirs and ensure transparency. You can also choose to hire a trust services company or a notary.

This document is a tool to guide you through the main steps of liquidating an estate. It should not be understood as a complete, exhaustive list of all the steps required to liquidate an estate. It is your responsibility as a liquidator to ensure that you follow all steps required to liquidate the estate you are managing. Contact a legal advisor, such as a notary, for assistance.



Amongst the many steps in the process, here are the main ones:

1. Documents usually required* by financial institutions to open an estate account

- Proof of death (a copy of the act of death or death certificate delivered by the Directeur de l'état civil);
- Will search certificates from the Barreau du Québec and the Chambre des notaires du Québec;
- Will (notarized, holograph or witnessed with proof of verification, if applicable) or notarized declaration of heredity, if applicable (for example, if there is no will);
- Marriage or civil union contract, if applicable;
- Divorce judgment, if applicable.

*Other documents may be required after verification.

2. Inventory of assets

[\(Personal inventory of assets and important documents\)](#)

- Identify the assets of the deceased;
- Assign a value to each asset based on the market;
- List the debts of the deceased.

3. Governments, service providers and others

- Notify the financial institutions where the deceased held assets and liabilities about the deceased's death;
- Cancel the deceased's services (electricity, phone, Internet, etc.);
- Cancel any benefits that the deceased was receiving;
- Contact Equifax and TransUnion to inform them of the death;
- Contact Canada Post to have the deceased's mail redirected;
- Cancel the deceased's licences and cards (driver's licence, health card, etc.);
- Terminate the deceased's lease, if applicable.

4. Collect money owed and settle debts

- Pay for death-related expenses (including expenses, cost to obtain act of death or death certificate, etc.);
- Apply for the death benefit from Retraite Québec;
- Claim amounts for life insurance, benefits and annuity contracts, if applicable;
- Pay the debts of the deceased and of the estate, if applicable (credit card, rent, etc.);
- Distribute the legacies by particular title as indicated in the will, if applicable.

5. Taxes

- File the deceased's and the estate's final tax returns;
- Apply for the clearance certificate (Canada Revenue Agency) and certificate authorizing the distribution of estate property (Revenu Québec).

6. Distribute assets to heirs

- Produce the final account for the heirs (document establishing the net assets or deficit of the estate), as required;
- Prepare a partition proposal for the heirs.

7. Notices to publish

Certain notices need to be published in the Register of personal and movable real rights. You'll find the forms to fill out online.

- Designation or replacement of the liquidator of the estate;
- Closure of the inventory;
- Closure of the liquidators account.

 If you have questions, contact **Desjardins's Estate Assistance** service at **1-855-559-5501** (Canada and US) or **1-514-875-9170** (worldwide).

See [Settling an estate](#) for more information.