



Alternatives

FUNERAL & CREMATION SERVICES



After A Death Checklist

A GUIDE FOR FAMILIES IN BRITISH COLUMBIA

This checklist combines immediate after-death tasks, government notifications, benefits, and estate administration responsibilities.

Table of Contents

First 24–72 Hours	2	Distributing The Estate	17
Within The First 2 Weeks	5	Cancelling Digital Accounts & Online Services	18
Government Notifications & Benefits	7	Important Contacts	18
First 1–3 Months	10	Grief & Bereavement Resources	19
Ongoing Estate Administration	13	People & Organizations To Notify	20
Tax Responsibilities	16		

First 24–72 Hours

☐ Determine Whether Pre-Arrangements Exist

Check for:

- Funeral plans (wishes on file)
- Cemetery arrangements (pre-paid plots)
- Prepaid contracts

Notes:

First 24–72 Hours

☐ Contact The Funeral Home

Why: To arrange transportation of the deceased and begin burial or cremation arrangements.

You will need:

- Full legal name of deceased
- Date of birth
- Personal Health Number
- Next of kin information
(Executor, Spouse, Child, Etc.)

Notes:

☐ Locate The Will

Why: Identifies the executor and wishes of the deceased.

Look in:

- Home files
- Safety deposit box
- Lawyer's office
- Vital Statistics Wills Registry

Notes:

First 24–72 Hours

☐ Secure Property and Valuables

- Lock home
- Secure vehicles
- Protect valuables
- Care for pets
- Forward mail if necessary (Canada Post)

Notes:

☐ Obtain Death Certificates

How: The funeral home will register the death with Vital Statistics BC and will issue the Death Certificates.

Number of required Original & Certified Death Certificates will depend on the complexity of the Deceased's Estate. However, 1-2 Originals, and 2-3 Certified Copies is typically recommended.

Why: Required for banks, insurance companies, Land Title's Office, government agencies, pensions, and asset transfers.

Notes:

Within The First 2 Weeks

☐ Notify Family and Beneficiaries

Why: Allows beneficiaries to understand timelines and expectations.

Notes:

☐ Notify Employer

Ask about:

- Final pay
- Pension benefits
- Death benefits
- Vacation pay
- Group insurance

Notes:

☐ Review Insurance Policies

Check for:

- Life insurance
- Credit card insurance
- Mortgage insurance
- Employer benefits

Notes:

Within The First 2 Weeks

☐ Contact Financial Institutions

Notify:

- Banks
- Credit unions
- Investment firms
- Mortgage providers

Open an estate account if required.

You will need:

- Death certificate
- Identification for deceased
- Will

Notes:

☐ Gather Important Documents

Collect:

- Will and codicils
- Birth certificate
- Marriage certificate (if applicable)
- Property records
- Insurance policies
- Investment statements
- Tax returns
- Vehicle registrations
- Mortgage information

Notes:

Government Notifications & Benefits

☐ Notify Service Canada to Cancel CPP & OAS (if applicable)

Contact: Service Canada | 1-800-277-9914

How: This can be done over the phone; the deceased is allowed to keep their payment for the month they pass away in. You will need to identify yourself as the Executor/trix and supply the deceased's SIN.

Purpose:

- Canada Pension Plan (CPP)
- Social Insurance Number (SIN)
- Old Age Security (OAS)
- Guaranteed Income Supplement (GIS)

☐ Apply for Possible Benefits

How: Apply at any Service Canada location.

Purpose:

- CPP Death Benefit
- CPP Survivor's Pension
- CPP Children's Benefit

You will need:

- Death certificate
- Marriage certificate (if applying for Survivor's Pension)
- Banking information
- Will
- SIN
- Copy of funeral contract & receipt (if there is no Will)

Notes:

Government Notifications & Benefits

☐ Notify BC Pensions

- **BC Pension Corporation** | 1-800-663-8823
- **College Pension Plan** | 1-888-440-0111
- **Public Service Pension Plan** | 1-800-665-3554
- **Teacher's Pension Plan** | 1-800-665-6770
- **Municipal Pension Plan** | 1-800-668-6335
- **WorkSafe Pension Plan** | 1-888-440-0111

☐ Cancel Passport (do this soon to reduce fraud risk)

Return passport to: Canadian Passport Program or Service Canada Location.

Notes:

☐ Notify Veterans Affairs (if applicable)

Contact: Veterans Affairs Canada | 1-866-522-2122

Possible eligibility:

- Last Post Fund assistance
- Funeral and burial benefits

Notes:

Government Notifications & Benefits

☐ Cancel BC Identification (this can wait)

Please note: that once you cancel the ID, you will need to surrender the physical ID cards. Ensure you have taken photocopies of the ID before cancelling.

How: at any ICBC Licensing Centre.

Contact: **ICBC** | 1-800-663-3051

Notify:

- Personal Health Number (cancelled when death is registered with Vital Statistics)
- BC Services Card
- ICBC (Driver's License)
- BC ID Card

Notes:

First 1–3 Months

☐ Inventory Assets and Debts

Assets:

- Real estate
- Bank accounts
- Investments
- Vehicles
- Personal property

Liabilities:

- Loans
- Mortgages
- Credit cards
- Taxes

Notes:

☐ Complete a Wills Search

Required when applying for probate in British Columbia.

Contact: BC Vital Statistics Agency | 1-888-876-1633, OR
Law Society of BC | 1-800-903-5300

Notes:

First 1–3 Months

☐ Determine Whether Probate Is Required

Probate is commonly required when:

- Real estate is solely owned
- Financial institutions require it

You will need:

- Original Will
- Death certificate
- Probate forms

Notes:

☐ Apply for Probate (if required)

Consulting with a Lawyer could be helpful with this step.

Legal Aid BC (1-866-577-2525) or Dial-a-law (1-800-565-5297; dialalaw.ca) may be able to offer free advice.

Apply through: BC Supreme Court Probate Registry.

Notes:

First 1–3 Months

☐ Manage Real Estate

- Continue insurance
- Notify strata
- Notify mortgage holder
- Maintain vacant property
- Notify Municipal Government (Property Tax)

Notes:

☐ Manage Rental Property

- Notify landlord or tenants
- Arrange rent collection
- Review lease obligations

Notes:

☐ Transfer Vehicle Ownership

How: at any Autoplan Broker.

Why: to sell vehicle & cancel insurance.

You will need:

- Original Death Certificate
- Transfer/tax form
- Will
- Vehicle Registration

Notes:

Ongoing Estate Administration

☐ Cancel Accounts and Services

Examples:

- Utilities (BC Hydro, Fortis)
- Internet
- Cell phone/Landline
- Streaming services/Cable TV
- Subscriptions
- Memberships

Notes:

☐ Notify Credit Bureaus

Why: Helps prevent identity theft.

Equifax Canada | 1-800-465-7166

TransUnion Canada | 1-800-508-2597

Notes:

☐ Close Credit Cards

Ask whether:

- Insurance coverage exists
- Rewards points can be transferred

Notes:

Ongoing Estate Administration

☐ Maintain Estate Records

Track:

- Income received
- Correspondence
- Bills paid
- Distributions

Notes:

☐ Pay Debts and Expenses

Include:

- Funeral expenses
- Legal fees
- Taxes
- Outstanding debts

Notes:

Ongoing Estate Administration

☐ Cancel Scheduled/Pre-Authorized Donations

- Church
- Charitable organizations

☐ Notify Extended Health Programs

- Cancel benefits
- Ask about any potential rebates

☐ Notify Pharmacies

- Cancel auto-refills
- Return any unused medication

Notes:

Tax Responsibilities

☐ File Final Tax Return (T1)

Covers: January 1 through date of death.

☐ File Estate Tax Return (T3) if Required

Required if the estate earns income after death.

☐ Obtain CRA Clearance Certificate

Strongly Recommended Before Distribution.

Why: Confirms taxes have been paid before distributing assets.

Notes:

Distributing The Estate

☐ Observe Applicable Waiting Periods

Under BC law, distributions are often delayed while potential claims can be made against the estate.

☐ Transfer or Liquidate Assets

Examples:

- Real estate
 - Through Land Title's Office – they will require an Original Death Certificate and Will.
- Investments
- Vehicles
- Personal belongings

☐ Obtain Beneficiary Releases

Signed releases help confirm beneficiaries accept the estate accounting.

☐ Close the Estate

Final steps:

- Pay remaining expenses
- Close estate account (This can wait – ensure all payments (death benefit, final tax return, refunds, etc.) have come in before closing account).
- Retain records

Notes:

Cancelling Digital Accounts & Online Services

Online Accounts

☐ Email Accounts	☐ Google Account
☐ Facebook	☐ Online Banking
☐ Instagram	☐ PayPal
☐ X (Twitter)	☐ Amazon
☐ LinkedIn	☐ Netflix / Streaming Services
☐ TikTok	☐ Other: _____
☐ YouTube	☐ Other: _____
☐ Apple ID	☐ Other: _____

Important Contacts

Organization	Contact
Alternatives Funeral & Cremation Services	(604) 857-5779
Service Canada	1-800-277-9914
BC Vital Statistics Agency	1-888-876-1633
BC Coroners Service	1-855-207-0637
ICBC	1-800-663-3051
Veterans Affairs Canada	1-866-522-2122
Canada Revenue Agency	1-800-959-8281
Public Guardian & Trustee of BC	(604) 660-4444
Land Title's Office (LTSA)	(604) 630-9630

Grief & Bereavement Resources

BC Bereavement Helpline | 604-738-9950 or toll free 1-877-779-2223

Provides referrals to grief support groups and counselling resources throughout BC.

Canadian Virtual Hospice | www.virtualhospice.ca

Excellent online grief resources for adults, children, caregivers, and families.

Kids Grief Resources | 604-738-9950 or toll free 1-877-779-2223

Resources specifically for children experiencing loss.

Kid's Help Phone | 1-800-668-6868

Kids Help Phone is Canada's only national, 24/7 e-mental health service offering free, multilingual and confidential support to help all young people Feel Out Loud.

Suicide Loss Support | www.crisiscentre.bc.ca

Specialized resources for survivors of suicide loss.

General

Please reach out to your **local hospice society** for available resources in your area.

Notes:

People & Organizations To Notify

Use this worksheet to track who has been notified and when.

Person / Organization	Contact Name	Phone / Email	Date Notified	Completed
Immediate Family				☐
Extended Family				☐
Friends				☐
Employer				☐
Church / Place of Worship				☐
Family Physician				☐
Lawyer				☐
Accountant				☐
Financial Advisor				☐
Bank / Credit Union				☐
Mortgage Company				☐
Life Insurance Company				☐



People & Organizations To Notify

Person / Organization	Contact Name	Phone / Email	Date Notified	Completed
Pension Provider				☐
Service Canada				☐
CRA				☐
ICBC				☐
BC Services Card				☐
Utilities				☐
Internet Provider				☐
Cell Phone Provider				☐
Landlord / Property Manager				☐
Tenants				☐
Credit Card Companies				☐
Investment Companies				☐
Veterans Affairs				☐



People & Organizations To Notify

Person / Organization	Contact Name	Phone / Email	Date Notified	Completed
Public Guardian & Trustee				☐
Other				☐
Other				☐
Other				☐
Other				☐

Notes:





The path is hard.
We're here for you.

SERVING FAMILIES ACROSS THE LOWER MAINLAND AND THE FRASER VALLEY

Administration Office: 3070 275A Street,
Aldergrove, British Columbia V4W 3L4

Partner Locations in Regina &
Southern Saskatchewan

Email: care@MyAlternatives.ca

Phone: 604-857-5779

Toll Free: 888-857-5917

www.MyAlternatives.ca

Alternatives

Call us today or visit our website to learn more.

Need help now? Our team is available 24/7 – call us anytime, day or night.

