

Notifications List

There are a number of agencies and other organizations that an executor must notify in the event of death. Though not exhaustive, this list can assist executors find the contact information they require as they begin this task.

	Services	Form / Address	Information Required
Federal			
Service Canada	OAS Pensions including: <ul style="list-style-type: none"> • Guaranteed Income Supplement • Allowance • Allowance for the Survivor • CPP Retirement Pension • CPP Disability Benefits • Application for CPP Children's Benefits • Application for CPP Survivor Benefits • Deemed Person to Represent the Deceased Client for the Purpose of Issuing a T4 • Application for the Allowance or Allowance for the Survivor • Application for the Canada Pension Plan Death Benefit 	Notification of Death ISP1201 ISP1300 ISP1300 ISP1202OAS ISP3008 ISP1200	Full name Date of birth Date of death Social insurance number Previous address Name and address of the Estate or Executor Proof of death may be required
Canada Post	Redirect mail	1-800-267-1177 https://www.canadapost.ca/cpo/mc/personal/productservices/receive/coapermanent.jsf	Copy of Death Certificate, Letters Probate or Letters of Administration, the Canada Post Statutory Declaration form and acceptable personal photo identification of the executor showing their current address
Employment and Social Development Canada (ESDC)	Social Insurance Number card Employment Insurance Request for Payment of Benefit on Behalf of a Deceased Person	Social Insurance Registration PO Box 7000 Bathurst NB E2A 4T1 INS2882	Return SIN card with copy of death certificate

	Services	Form / Address	Information Required
Passport Canada		Passport Program Gatineau QC K1A 0G3	Return passport with death certificate and a letter indicating if the cancelled passport should be securely destroyed or returned
Citizenship and Immigration Canada (CIC)	Permanent Residency Card Death of a sponsor	http://www.cic.gc.ca/english/contacts/call.asp Condition ceases for spouses or partners living together if the sponsor dies within the 2 year conditional period.	Death certificate
Indigenous and Northern Affairs Canada	Secure Certificate of Indian Status	http://www.aadnc-aandc.gc.ca/eng/1291132820288/1291132853616	
Canada Savings Bonds	Estate Transfer Form for Canada Savings Bonds	http://www.csb.gc.ca/wp-content/uploads/2009/02/service_eforms_bondholder_transfer-deceased.pdf	
Child Benefits	Application to Transfer Child Tax or Child Care Benefits	http://www.cra-arc.gc.ca/E/pbg/tf/rc66/rc66-fill-12e.pdf	
Canada Revenue Agency	Notification of Death	http://www.cra-arc.gc.ca/E/pub/tg/rc4111/rc4111-15e.pdf	
National Defence	Payments to Dependents of Personnel Deceased or Missing Compensation for a Deceased Member	205.72 - Special Allowance - Dependents of Deceased Personnel 210.03 - Claims for Compensation	
Veterans Affairs	Death Benefit Earnings Loss Benefit Funeral and Burial Assistance Survivor's Pension	1-866-522-2122 (toll-free) Monday to Friday, 8:30 to 4:30, local time.	
Provincial and Territorial			
	Driver's License	Each province has differing requirements	
	Health Card	Contact provincial department of health	Return health card with death certificate
	Family Support Enforcement Officers	Contact provincial family support department	Letter of notification and copy of death certificate

	Services	Form / Address	Information Required
	Land Registry	Contact provincial land titles office	
Other			
	Newspapers <ul style="list-style-type: none"> • Major Canadian newspapers • Community newspapers 	www.newspaperscanada.ca/guide/newspapers www.newspaperscanada.ca/database	
	Magazines <ul style="list-style-type: none"> • Canadian • Other 	http://www.magazinescanada.ca/ www.magazine-agent.com/Phone-Numbers	
	Utilities <ul style="list-style-type: none"> • Gas • Electricity • propane • water 		
	Property taxes		
	Lending institutions and other creditors, Equifax and TransUnion		
	Life insurance		
	Property and casualty insurance		
	Banks		
	Credit card companies, including gas and retail		
	Pension plans		
	Investment firms		
	Online investment firms		
	Loyalty cards		
	Memberships		
	Telecommunications <ul style="list-style-type: none"> • Phone • Cable • Internet • Email 		
	Social media		