



Estate Checklist

As part of the Basic Funerals Aftercare Program we are pleased to provide you with forms and a list of useful contacts for the settlement of an estate. If you have any questions please feel free to contact us at anytime at 877-229-7077.

Important Telephone Numbers

Major Banks:

CIBC 1-800-465-2422
BMO 1-800-555-3000
Royal Bank of Canada 1-800-769-2511
TD Canada Trust 1-866-222-3456
ING Direct 1-888-464-0727
Scotia Bank 1-800-472-5842
PC Financial 1-888-872-4724

Gas Cards:

Esso (Imperial Oil) 1-800-567-3776
Preto Canada 1-800-668-0220
Shell 1-800-263-2263
Sunoco 1-888-622-2283

Major Department Stores:

Sears 1-800-265-3675 ext. 5159
The Bay 1-800-387-4540
Zellers 1-800-387-4540
Canadian Tire 1-800-263-0471
IKEA 1-800-233-8557
Home Depot 1-800-747-3787
Wal-Mart 1-866-685-5690

MasterCard:

Bank of Montreal 1-800-263-2263
Customer Care for MasterCard 1-800-265-9710
Hepco Credit Union 1-800-268-8023

Visa:

CIBC 1-800-256-8580 ext. 6092
Laurentian Bank of Canada 1-800-522-1846
Royal Bank 1-800-769-2512
Scotia Bank 1-800-387-6556
Canada Trust 1-866-672-1353
PC Financial 1-888-872-4724

Utilities:

Union Gas 519-344-3676
Bluewater Powers 519-337-8201
Cogeco 519-336-6200
Bell Canada – phone 1-800-668-6878
Bell Canada – internet 1-800-773-2121
Bell Canada – wireless 1-800-667-0123
Bell Canada – satellite 1-888-759-3474

Driver's License:

You do not need to call anyone. Simply mail in the actual driver's license, a Proof of Death Certificate and a cover letter to:

Ministry of Transportation
Licensing and Control Branch
PO Box 9100
Kingston, Ontario
K7L 5K3

Social Insurance Number:

You do not need to call anyone. You may go in person to a local Human Resources Development Canada office or simply mail in the actual card (or just the number), a Proof of Death Certificate and a cover letter to:

Social Insurance Registration
PO Box 7000
Bathurst, New Brunswick
E2A 4T1

Health Card (OHIP):

Ministry of Health 1-800-268-1154

Mail a Proof of Death Certificate along with the health card (if there is one) to the following address:

Ministry of Health
PO Box 1700
Station A
Toronto, Ontario
M5W 1G9

Newspapers:

Toronto Star: 416-367-4500 or circmail@thestar.ca
Globe and Mail: 1-800-387-5400 or circulation@globeandmail.ca
National Post: 1-800-668-7678 or Custserv@nationalpost.com
Toronto Sun: 416-947-2111 or torcirc.subscript@tor.sunpub.com

Other:

American Express 1-800-387-9700
Platinum Card 1-800-263-1616
ETR 1-888-407-0407
CAA 519-344-8686
Air Miles 1-888-247-6453
HBC 1-800-844-8131
Optimum 1-800-746-7737

To: _____

From: _____

Date: _____

Reference No.(s): _____

Dear Sir or Madam:

I wish to inform you of the death of _____
(Full Name)
my _____ on _____
(Relationship) (Date)

I have enclosed:

Please:

Other:

If you require any additional information or documentation to fulfill the request(s) set forth above, please provide detailed and clear instruction in your correspondence to me.

Thank you for your prompt assistance during this difficult time.

Sincerely,

Enclosure(s)