

Estate Information Organizer



BMO



Private Wealth

THE
Hansford
GROUP

BMO Nesbitt Burns

PERSONAL & CONFIDENTIAL

Everyone has their own system for filing important documents, financial records, and digital account access information, and can easily obtain this information when needed. However, if someone else were to step into your shoes, would they know where you keep your Will, life insurance policies, the location of your safety deposit box and keys, or details about your digital assets such as online accounts, loyalty programs and subscriptions?

The BMO Private Wealth Estate Information Organizer is designed to help your family, executor (referred to as a “liquidator” in Quebec), or Power of Attorney for Property (referred to as a “mandatory” in Quebec) locate all of your important documents and other information needed to administer your estate or act as your Power of Attorney for Property. Using this resource, you can specify where documents or accounts are located, identify appropriate contacts and provide security access details for your online accounts. The Estate Information Organizer can be invaluable in helping to ensure that nothing is overlooked in the administration of your estate.

To make sure the information in the Estate Information Organizer is always current, be sure to review it regularly. It's also a good idea to either make a copy for your executor or, at a minimum, tell your executor where it can be located.

Due to the personal and confidential nature of the information included, we advise you to keep your Estate Information Organizer in a secure, but accessible, location.

Should you require additional space when completing the Estate Information Organizer, please use the 'Notes' section on page 17, or attach copies of the applicable documents.

Name: _____

Date of birth: _____

S.I.N.: _____

Address: _____

Phone: _____

E-mail: _____

Will Documents and Power of Attorneys

Will Documents

	Location	Dated (dd/mm/yyyy)
Original Will		
Copy of Will		
Codicil		
Personal effects list		

Name and Address of Executor

Name	
Address	
City, Province	
Telephone	
Email	

Power of Attorney for Property

Name of Power of Attorney	
Address	
City, Province	
Telephone	
Email	
Location of Power of Attorney document	

Power of Attorney for Personal Care

Name of Power of Attorney	
Address	
City, Province	
Telephone	
Email	
Location of Power of Attorney document	

Family Information

Please use the space below to add information about family members (i.e., spouse/common-law partner, siblings, parents, etc.)

	Spouse/Partner	Ex-Spouse/Ex-Partner
Name		
Address	☐ Same as yourself	
Telephone		
Email		
Date of birth		

	Child / Dependant	Child / Dependant
Name		
Address		
Telephone		
Email		
Date of birth		
Relationship		

	Child / Dependant	Child / Dependant
Name		
Address		
Telephone		
Email		
Date of birth		
Relationship		

	Other	Other
Name		
Address		
Telephone		
Email		
Date of birth		
Relationship		

Insurance Policies

Prompt notification to the applicable insurance companies will help ensure there is cash available for meeting immediate and ongoing expenses. List all policies, including personal term, universal and whole life policies. Show group plans separately in **Part 5 – Employment Information**. If you have online access to these policies, provide the website, login/username and password.

Life Insurance

	Policy 1	Policy 2
Insurance company name		
Policy number		
Face value of policy		
Location of policy document		
Beneficiary	☐ First to die ☐ Last to die	☐ First to die ☐ Last to die
Agent's name		
Agent's telephone number		
Agent's email		
Online account access details		

Disability Insurance

Insurance company name	
Policy number	
Location of policy document	
Agent's name	
Agent's telephone number	
Agent's email	
Online account access details	

Critical Illness Insurance

Insurance company name	
Face value of policy	
Policy number	
Location of policy document	
Agent's name	
Agent's telephone number	
Agent's email	
Online account access details	

Long-Term Care Insurance

Insurance company name	
Policy number	
Location of policy document	
Agent's name	
Agent's telephone number	
Agent's email	
Online account access details	

Employer Information

Employer name	
Contact	
Address	
City, Province	
Telephone	
Email	
Participate in the following employer plans	☐ Registered Pension ☐ Employee Stock Purchase ☐ Group Life Insurance ☐ Deferred Profit Sharing ☐ Group RRSP ☐ Employee Stock Option ☐ Medical/Dental ☐ Other

Income Sources

Income is currently being received from the sources listed below. These individuals or institutions must be advised so they can make the necessary adjustments to the amount of income being paid, or to re-direct payments.

Alimony/Child Support

	Payor Information
Name	
Address	
City, Province	
Telephone	
Email	

Retirement Savings Plan (i.e., RRIF)

	Payor Information
Name of financial institution	
Address	
City, Province	
Telephone	
Email	
Online account access details	

Annuity

	Payor Information
Name of financial institution	
Address	
City, Province	
Telephone	
Email	
Online account access details	

Registered Pension Plan

	Payor Information
Name of financial institution	
Address	
City, Province	
Telephone	
Email	
Online account access details	

Rental Income

	Payor Information
Name	
Address	
City, Province	
Telephone	
Email	

Other (i.e., CPP/QPP, Foreign Pension)

Recipient of Canada Pension Plan Payments	☐ Yes ☐ No
Recipient of Quebec Pension Plan Payments	☐ Yes ☐ No
Recipient of Old Age Security	☐ Yes ☐ No

Assets and Liabilities

1. Assets

Include items such as savings and chequing accounts, investment accounts, RRSPs, TFSAs, RESPs, and any Locked-In accounts. If you have online access to any of the accounts, provide the website, login/username and password.

[illegible]

Real Estate

Include items such as your residence, cottage, vacation property or rental property.

Description of Property	Address	Location of Property Deed	Ownership	Mortgage Outstanding
			☐ Sole ownership ☐ Joint - Spouse ☐ Joint - Other	☐ Yes ☐ No
			☐ Sole ownership ☐ Joint - Spouse ☐ Joint - Other	☐ Yes ☐ No
			☐ Sole ownership ☐ Joint - Spouse ☐ Joint - Other	☐ Yes ☐ No
			☐ Sole ownership ☐ Joint - Spouse ☐ Joint - Other	☐ Yes ☐ No

Other Assets

Include jewelry, automobiles, art, loan receivables, business assets (including private company shares) and other valuables.

[illegible]

2. Liabilities

Include mortgages, lines of credit and credit cards (even if there is no outstanding balance) and any other loans, including personal guarantees given. If you have online access, provide website, login/username and password.

Description of Liability	Name and Address (or branch) of Financial Institution	Account Number	Ownership	Online Account Access Details
			☐ Sole ownership ☐ Joint - Spouse ☐ Joint - Other	
			☐ Sole ownership ☐ Joint - Spouse ☐ Joint - Other	
			☐ Sole ownership ☐ Joint - Spouse ☐ Joint - Other	
			☐ Sole ownership ☐ Joint - Spouse ☐ Joint - Other	
			☐ Sole ownership ☐ Joint - Spouse ☐ Joint - Other	

Location of Other Important Documents

Marriage or co-habitation agreement	
Separation agreement or divorce decree	
Child support agreements	
Business agreements/contracts	
Formal trust documents where you are the beneficiary or trustee	
Property insurance	
Car insurance	
Car ownership	
Driver's licence	
Lease agreements	
Other agreements	
Birth certificate	
Adoption papers	
Passport	

Prior two years income tax returns	
Prior two years income tax returns filed in other countries	
SIN card	
Citizenship card/naturalization certificate	

Secure Storage

Safety Deposit Box

Financial institution	
Address	
Box number	
Location of keys	
Person(s) authorized to access safety deposit box	
ownership	☐ Sole ownership ☐ Joint - Spouse ☐ Joint - Other

Storage Locker

Storage facility name	
Address	
Locker number	
Location of keys/lock combination	
ownership	☐ Sole ownership ☐ Joint - Spouse ☐ Joint - Other

On Premise Personal Secured/Fireproof Vault

Address	
Actual location of vault on the premises	
Location of keys/ combination to open vault	
ownership	☐ Sole ownership ☐ Joint - Spouse ☐ Joint - Other

Memberships, Subscriptions and Loyalty Programs

The following memberships, subscriptions and loyalty programs will need to be cancelled or transferred. Provide online account access details, if applicable.

[illegible]

Digital Assets

Include details (website address, login/username and password) for all online accounts not captured in other sections of the Estate Information Organizer that will need to be closed, transferred or cancelled. Include utility accounts managed online (i.e., hydro, water, property taxes), email and social media accounts, cloud and storage services, intellectual property such as domain names and websites, online commerce accounts such as Amazon and eBay and any online payment systems such as PayPal accounts.

You may also want to itemize the location of electronic devices such as computers, smartphones, tablets, e-readers, digital cameras and provide any logins/usernames and passwords needed to access these devices.

Professional Contacts

Lawyer/Legal Advisor

Name	
Firm	
Address	
Telephone	
Email	

Or attach business card here

Accountant

Name	
Firm	
Address	
Telephone	
Email	

Or attach business card here

Investment Advisor

Name	
Firm	
Address	
Telephone	
Email	

Or attach business card here

Financial Planner/Personal Banker

Name	
Firm	
Address	
Telephone	
Email	

Or attach business card here

Doctor

Name	
Address	
Telephone	
Email	

Or attach business card here

Doctor (Specialist)

Name	
Address	
Telephone	
Email	
Specialty	

Or attach business card here

Dentist

Name	
Address	
Telephone	
Email	

Or attach business card here

Spiritual Advisor

Name	
Address	
Telephone	
Email	

Or attach business card here

Charitable/Philanthropic Contact

Name	
Firm	
Relationship	
Address	
Telephone	
Email	

Or attach business card here

Other

Name	
Firm	
Relationship	
Address	
Telephone	
Email	

Or attach business card here

Other

Name	
Firm	
Relationship	
Address	
Telephone	
Email	

Or attach business card here

Other

Name	
Firm	
Relationship	
Address	
Telephone	
Email	

Or attach business card here

Other

Name	
Firm	
Relationship	
Address	
Telephone	
Email	

Or attach business card here

Notes

Use this section to provide any further instructions or information not captured elsewhere in this document. For example, indicate if you have a collection of valuables that require an appraisal, or if your collection is on loan to a gallery or museum. Also, provide details of family members/friends (outside your direct circle) who you wish to be notified of your passing, and their contact information.



Let's connect



The Hansford Group | 100 Erie Street, Stratford, ON N5A 2M4

Amanda Hansford, MBA, LLQP

Investment Advisor
amanda.hansford@nbpcd.com

Peter Hansford, CFA, CIM, CPA, CA

Investment Advisor
peter.hansford@nbpcd.com

Ellen Riverwood

Senior Client Service Associate
ellen.riverwood@nbpcd.com

Carla Virgin

Client Service Associate
carla.virgin@nbpcd.com



BMO Nesbitt Burns

BMO Private Wealth provides this publication for informational purposes only and it is not and should not be construed as professional advice to any individual. The information contained in this publication is based on material believed to be reliable at the time of publication, but BMO Private Wealth cannot guarantee the information is accurate or complete. Individuals should contact their BMO representative for professional advice regarding their personal circumstances and/or financial position. The comments included in this publication are not intended to be a definitive analysis of tax applicability or trust and estates law. The comments are general in nature and professional advice regarding an individual's particular tax position should be obtained in respect of any person's specific circumstances.

BMO Private Wealth is a brand name for a business group consisting of Bank of Montreal and certain of its affiliates in providing private wealth management products and services. Not all products and services are offered by all legal entities within BMO Private Wealth. Banking services are offered through Bank of Montreal. Investment management, wealth planning, tax planning, and philanthropy planning services are offered through BMO Nesbitt Burns Inc. and BMO Private Investment Counsel Inc. Estate, trust, and custodial services are offered through BMO Trust Company. BMO Private Wealth legal entities do not offer tax advice. BMO Trust Company and BMO Bank of Montreal are Members of CDIC.

BMO Nesbitt Burns Inc. provides comprehensive investment services and is a wholly owned subsidiary of Bank of Montreal. If you are already a client of BMO Nesbitt Burns Inc., please contact your Investment Advisor for more information. Insurance services and products are offered through BMO Estate Insurance Advisory Services Inc., a wholly-owned subsidiary of BMO Nesbitt Burns Inc.

© "BMO (M-bar Roundel symbol)" is a registered trade-mark of Bank of Montreal, used under licence. © "Nesbitt Burns" is a registered trade-mark of BMO Nesbitt Burns Inc. All rights are reserved. No part of this publication may be reproduced in any form, or referred to in any other publication, without the express written permission of BMO Wealth Management.

BMO Nesbitt Burns Inc. is a Member of the Canadian Investor Protection Fund. BMO Nesbitt Burns Inc. is a Member of the Investment Industry Regulatory Organization of Canada.