



WHAT TO DO WHEN SOMEONE DIES



When someone close to you dies, there are many people and agencies you may need to contact. Here is a list of some of the most commonly needed services and addresses in the Bow Valley.

FUNERAL:

- ❖ Check if the deceased has made pre-arrangements. If not, there is one Funeral Service in the Bow Valley whom you may wish to contact.

Bow River Funeral Services
Russ Reynolds
678-4880

- ❖ To arrange for burial in Banff, Town of Banff Public Works Dept. needs **48 hours** notice. Please call 762-1240 to make burial or inurnment arrangements. Your Funeral Director will also help you with these arrangements.
- ❖ To arrange for burial in Canmore, the Town of Canmore Engineering Dept. needs **48 hours** notice. Please call 678-1520 to make burial or inurnment arrangements. All burials and inurnments must be registered with the Engineering Dept.

DEATH CERTIFICATES:

- ❖ Official Death Certificates can be applied for through:

Banff Bureau of Licensing and Registrations Ltd.
Bear St, Banff, Alberta
(403) 762-2177

Canmore Registry
104 – 837 Main Street, Canmore
(403) 678-9320

There is a charge for each copy of the Death Certificate.

- ❖ Many government agencies or departments, and all banks will accept a Funeral Director's Statement of Death as official notification. The Funeral Director will provide the family or executor of the estate with as many copies as necessary at no extra cost.

PENSIONS AND DEATH BENEFITS:

- ❖ All Federal Government pensions and supplement programs, including Old Age Security, Guaranteed Income Supplement, Spouse's Allowance, Widowed Spouse's Allowance, and Canada Pension Plan, can be notified by sending a letter with the deceased's full name, Social Insurance Number, and a copy of the Funeral's Director's Statement to:

Human Resources Development Canada
Main Floor, Canada Place
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C1
1-800-277-9914

- ❖ If the deceased contributed to Canada Pension Plan, the executor of the estate can apply for Canada Pension Death Benefits by picking up a form at:

Community Services, Town of Banff
110 Bear St.
Box 1260
Banff, AB. T1L 1A1
(403) 762-1253

Or

Service Canada Centre
802 Bow Valley Trail West
Canmore, AB. T1W 1N6
1-800-622-6232

- ❖ Private company or union pension plan offices should notified as soon as possible.
- ❖ If the survivor is age 55 to 64 with little or no income, contact:

Alberta Works
1-866-644-5135
(780) 644-5135 (Dial 310-0000 for a toll free line)

OTHER FINANCIAL ASSISTANCE:

- ❖ In cases where there is no other funds to pay for a funeral, Alberta Family and Social Services may be able to provide some assistance.

If you are looking for financial assistance with funeral arrangements, Alberta Social Services needs to be notified before any arrangements have been made in order to assess the level of need. Alberta Family and Social Services can be reached at:

3rd Floor
Provincial Building
800 Railway Ave.
Canmore, Alberta
(403) 678-2363

- ❖ If the deceased was a serviceman or ex-serviceman, contact:

Veterans' Affairs Canada
104 Sam Livingston Building
510 12 Ave. SW
Calgary, Alberta
T2R 0X5
1-866-522-2122

- ❖ If the deceased has died of injuries for which he/she has been receiving Workers' Compensation Benefits, some assistance with funeral costs and some survivor benefits may be available. The executor of the estate may make inquiries through:

Workers' Compensation Board
Box 2415
Edmonton, Alberta
T5J 2S5
(780) 498-3999 (Dial 310-0000 for a toll free line)

HEALTH:

- ❖ Notify Alberta Health Care by sending a letter giving the deceased's full name, address, and Personal Health Number along with the Funeral Director's Statement to:

Alberta Health Care Insurance Plan
10025 Jasper Avenue
Box 1360
Edmonton, Alberta
T5J 2N3
(780) 427-1432 (Dial 310-000 for a toll free line)

- ❖ You may also want to notify the deceased's personal physician if the physician was not in attendance at the time of death.

- ❖ If the deceased was a senior citizen, send a letter with the full name, address, Personal Health Number or SIN, and date of death to:

Alberta Seniors' Benefit
10405 Jasper Avenue
Edmonton, Alberta
T5J 4R7
1-800-642-3853

- ❖ If the deceased was a senior citizen or a recipient of Blue Cross Benefits, notify:

Alberta Blue Cross Plan
10009 – 108 St.
Edmonton, Alberta
T5J 3C5
(780) 498-8100 or 1-800-661-6995

INCOME TAX:

The survivor will have to file an extra tax return for the current year of death for the deceased.

- ❖ One month's pension payments will be made for the month of death. If there is income from other sources, pro-rate it to the date of death.
- ❖ It is strongly advised that an accountant's help be obtained, particularly if the estate is considerable, because it pays the survivor's return.

Contact:

Revenue Canada
9700 Jasper Avenue
Edmonton, Alberta
T5J 4C8
(780) 495-3533 or 1-800-959-8281

ESTATE:

- ❖ The survivor should notify the executor who will arrange for the estate to be processed.
- ❖ If probate is needed, the executor will arrange with a lawyer or the Probate Court for this to be done. All necessary papers/documents including the will should be gathered for this procedure.

BANK AND SAFETY DEPOSIT BOXES:

- ❖ The executor will notify any and all banks at which the deceased had accounts or investments. A copy of the Funeral Director's statement should be provided to each institution. Any accounts into which pension payments are directly deposited will need to be kept active until one month after the deceased's date of death.
- ❖ Joint bank accounts should be transferred to the survivor's name only as soon as possible.
- ❖ The executor will access the safety deposit box to obtain copies of the will or other pertinent documents.

CREDIT CARDS:

- ❖ All credit cards, which are in the deceased's name only, should be cancelled with the issuer as soon as possible. The issuing company will advise that the cards should be destroyed (cut up) immediately.
- ❖ If the credit cards are in the survivor's name as well, the credit card company will change the account to read in the survivor's name only.

TELEPHONE:

- ❖ If the survivor is a widow and feels it is necessary for her security, confidence, and safety, the telephone may be retained in the husband's name. The telephone company should be notified of the death, however.

INSURANCE:

- ❖ Notify the agent who has issued life, home, and car insurance in the name of the deceased. A letter stating the full name, address, and date of death of the deceased, along with a copy of the Funeral Director's statement should be sent as soon as possible.
- ❖ House and car insurance should be transferred to the survivor's name.

CAR OR OTHER MOTOR VEHICLE REGISTRATION:

- ❖ If the vehicle was registered in the deceased's name, transfer of ownership should be made with any Licensing office. Proof of transfer of insurance must be given for the transaction to be completed.

- ❖ The driver's license of the deceased should be taken to the Licensing office, together with a copy of the death certificate.

HOME:

- ❖ If your home is jointly registered, the title should be changed as soon as possible. In order to do this, copy of the deed and the death certificate or Funeral Director's statement should be presented to:

Land Titles Office
2nd Floor, 710 – 4th Avenue SW
Calgary, Alberta
T2P 0K3

(403) 297-6511 (Dial 310-0000 and the number for a toll free line)

- ❖ Notify the municipal Tax Dept. so that the taxes will be issued in the survivor's name.