



End-of-Life Planning

A Practical Guide and Checklist



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saskhealthauthority.ca

Why plan for your end-of-life?

End-of-life planning is an important but often very difficult task. Having honest conversations greatly supports your family of choice in preparing for your death, honouring your wishes after death and attending to executor duties. This document offers some discussion items for consideration and conversation. It may not include all necessary notifications, discussions and actions nor should it be considered legal or financial advice. The Saskatchewan Health Authority does not endorse these resources and is not responsible for any services and information provided.

Key Steps and Helpful Resources:

- Do you have a lawyer, will, executor(s) or administrator for your estate?
- Do you have financial matters in order (banks, accountants, pensions)?
- Do you have funeral arrangements including planned details and wishes?
- Do you have a location/file for all important information/documents for executor duties?
- The [Public Legal Education Association \(PLEA\)](#) website offers general information about Advance Directives, Living Wills, Powers of Attorney, Deaths and Estates and Executor responsibilities.
- The [Funeral and Cremation Services Council of Saskatchewan](#) offers frequently asked questions on funeral planning and a provincial list of accredited funeral, cremation, and transfer service providers.
- Funeral home is required to submit registration of death [eHealth Saskatchewan Registering a Death](#).
- Obtain a death certificate if needed for estate matters: [eHealth Saskatchewan Order a Death Certificate](#).
- [What Happens to my Email Accounts When I die?](#)
- [How to Close Online Accounts and Services When Someone Dies](#)
- [How to Close Accounts and Cancel Subscriptions](#)
- [What to do with Social Media Accounts when Someone Dies](#)
- [How to Protect Your Social Media Accounts after You are Gone](#)
- [Creating a "When I Die" File](#)
- [Pre-Plan Your Own Funeral Cheat Sheet](#)
- [Funeral Planning Checklist](#)
- [Saskatchewan Health Authority Advance Care Planning Website](#)

Areas of Contacts to Be Made (if applicable):

Cancel income received from Government of Canada: [Inform Federal Government of a Death](#)

- ◇ Cancel CPP/OAS benefits deceased was receiving: 1-800-277-9914
- ◇ Employment Insurance (EI) Program (if applicable): 1-800-206-7218
- ◇ [National Student Loan Service Centre](#) (NSLSC) (if applicable): 1 888 815-4514 or [Saskatchewan Student Aid](#): 1-800-597-8278
- ◇ EI Caregiving Benefits: 1-800-206-7218

Apply for Service Canada Survivor Benefits: [Benefits Finder \(Service Canada\)](#)

- ◇ The [death benefit](#) is a one-time payment to, or on behalf of, the estate of a deceased CPP contributor.
- ◇ The [survivor's pension](#) is a monthly benefit paid to a deceased contributor's surviving spouse or common-law partner if the survivor meets the eligibility requirements.
- ◇ The [children's benefit](#) is a monthly benefit for dependent children of a deceased contributor.

Other contacts:

- ◇ Veterans Affairs Benefits: <https://www.veterans.gc.ca> . Call toll-free 1-866-522-2122.
- ◇ Contact [Canada Revenue Agency](#) for information about what to do when someone has died, preparing returns for the deceased person and/or a trust guide: 1-800-959-8281.
- ◇ Cancel Secure Certificate of Indian Status (SCIS) (if applicable) by contacting Indigenous Services Canada: 1-800-567-9604; email: InfoPubs@sac-isc.gc.ca
- ◇ Cancel citizenship card/certificate or permanent residence card (if applicable): 1-888-242-2100; [Citizenship and Immigration \(CIC\) Canada](#)
- ◇ Provincial Vital Statistics will notify the Social Insurance Number Program of the death.
- ◇ [RCMP \(Inherited Firearms - Executors and Heirs\)](#) about firearm registration certificate(s).
- ◇ Cancel [Saskatchewan Health Card](#): (306) 787-3251 or 1-800-667-7551 (Toll-free Canada and USA).
- ◇ Contact [ISC Land Titles Office](#) regarding removing deceased's name from title of property AND insurance house and property insurance is changed to reflect the current policy holder.
 - *Change property taxes to reflect accurate information regarding the property
 - *Other properties: rental properties, cottages, timeshare, etc.
- ◇ Inform Canadian credit reporting agencies to avoid fraudulent credit checks in the deceased's name:
 - *[Equifax](#): 1-800-871-3250
 - *[TransUnion](#): 1-800-663-9980

Financial services:

- ◇ Banking Institutions - make contact or appointments to discuss any of the following areas:
 - * Automatic Payments (i.e. bills, loans, monthly charitable donations, etc.) _____
 - * Loans, Debts, Lines of Credit _____
 - * Safety Deposit Box _____
 - * Mortgage/Mortgage Insurance _____
 - * Credit Cards [Cancelling Credit Cards](#) _____
 - * Investments, RRSPs _____
- ◇ Pension Plan Administrator _____
- ◇ Accountant _____
- ◇ Financial Planner _____

Insurance coverage policies: include claim/policy number/phone number

- ◇ Group Medical Services (GMS)/Blue Cross/etc. _____
- ◇ Life insurance personal/work/retired employee _____
- ◇ Disability insurance personal/work _____
- ◇ Illness insurance personal/work _____

Personal identification:

- ◇ Driver’s License [Cancel driver's license](#) or [Cancel or change vehicle registration](#)
 - *Package Policy _____
 - *Roadside Assistance (i.e. CAA) _____
- ◇ Employee ID, access or credit cards, etc. _____
- ◇ Membership Cards _____
- ◇ Contact [Canada Post](#) to make changes to mailing address, notification of death, etc.
- ◇ Contact the [Canada Bereavement Registry](#) to stop direct marketing/phone calls to the deceased:
1-877-565-5515.
- ◇ Cancel Passport [Passport Canada](#)

Cancel Or Transfer:

- ◇ Magazine and other subscriptions _____
- ◇ Memberships _____
- ◇ Registrations with professional associations _____
- ◇ Season tickets _____
- ◇ Monthly charitable donations _____
- ◇ Library card _____
- ◇ Customer reward programs (Air Miles, RBC, Credit Cards Travel Points, etc.) _____
- ◇ Pet licenses _____
- ◇ Other _____

Social Media/Technology

- ◇ Computer/Tablets
 - * Cloud Storage, Photographs _____
 - * On-line shopping accounts _____
 - * On-line Memberships/Subscriptions _____
 - * Twitter _____
 - * Facebook _____
 - * Website _____
 - * Email Accounts _____
 - * Passwords and PIN Codes to All Accounts _____

Contact Health Care Or Service Providers:

- ◇ Physician(s) _____
- ◇ Dentist _____
- ◇ Optometrist _____
- ◇ Pharmacist _____
- ◇ Counsellors _____
- ◇ Other (i.e., Physiotherapist, Massage Therapist, Occupational Therapist, etc.) _____
- ◇ Home care _____
- ◇ Hairstylist/barber _____
- ◇ Esthetician _____

Contact Household Services/Contracts:

- ◇ Landlord notice for rental situation _____
- ◇ Water Heater _____
- ◇ Lawn Care, Snow Removal etc. _____
- ◇ Housekeeping _____
- ◇ Security System _____
- ◇ Furnace/Air Conditioning _____
- ◇ Cable TV _____
- ◇ [SaskEnergy](#): 1-800-567-8899 _____
- ◇ [SaskPower](#): 1-888-757-6937 _____
- ◇ [SaskTel](#): 1-800-SASKTEL (Cell Phone/e-mail/internet/landline, etc.) _____
- ◇ Other provider (cell phone/e-mail/internet/landline etc.) _____
- ◇ Water/Sewer _____
- ◇ House Insurance/Tenant Package Policy _____
- ◇ Property Taxes _____

Deceased Person’s Responsibilities:

- ◇ Dependent Children (custody issues, maintenance support) _____
- ◇ Dependent adults (parents, guardianship) _____
- ◇ Pets _____
- ◇ Executor, Power of Attorney, Proxy Decision Maker for others _____
- ◇ Volunteer roles including sitting on Boards, Committees, Charities etc. _____



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Healthy People, Healthy Saskatchewan

The Saskatchewan Health Authority works in the spirit of truth and reconciliation, acknowledging Saskatchewan as the traditional territory of First Nations and Métis People.

PIER—Patient Information and Education Resource

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