

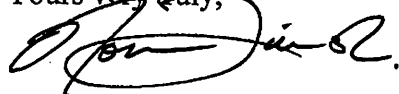


**INFORMATION  
AND  
INSTRUCTIONS  
FOR YOUR EXECUTORS**

## INFORMATION AND INSTRUCTIONS FOR YOUR EXECUTOR

This booklet of instructions, when completed, affords a means of organizing information for the Executors/Administrators of your estate and for your heirs that will ease putting your intentions expressed in your Will into effect. This booklet is not a substitute for a Will. It must not be used to change the dispositions in your Will. If you wish to change how your assets are to be distributed on your death, you should seek legal assistance to prepare and execute a new Will. This booklet of instructions merely eases the administration of your estate and the disposition of your assets by putting important information in a single, easily accessible place. You may alter this booklet as necessary to convey appropriate information to your Executor/Administrator and heirs. You may also change the information contained in this booklet as circumstances dictate. In that event, you should destroy previous versions to prevent confusion after your death. More booklets are available from my law firm.

Yours very truly,

A handwritten signature in black ink, appearing to read "Norman L. Tainsh, Q.C.", written over a circular scribble.

NORMAN L. TAINSH, Q.C.

**PERSONAL INFORMATION**

My name \_\_\_\_\_

My address \_\_\_\_\_

Date & Place of Birth \_\_\_\_\_

Name of Spouse \_\_\_\_\_

Name of Father \_\_\_\_\_

Name of Mother \_\_\_\_\_

Social Insurance No. \_\_\_\_\_

**WHERE TO FIND MY WILL**

The location of my Will is \_\_\_\_\_

The date of my latest Will is \_\_\_\_\_

Disposition of Remains instructions in my Will     Yes     No

Donation of body or parts in my Will     Yes     No

**PEOPLE TO NOTIFY**

**Name:**  
**Relationship:**  
**Address:**  
**Phone No.**

**Name:**  
**Relationship:**  
**Address:**  
**Phone No.**

**Name:**  
**Relationship:**  
**Address:**  
**Phone No.**

**Name:**  
**Relationship:**  
**Address:**  
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**Address:**  
**Phone No.**

**Name:**  
**Relationship:**  
**Address:**  
**Phone No.**

## **FUNERAL AND BURIAL INSTRUCTIONS**

Though I realize the following is not binding on my Executors, the following are my wishes:

Choice of funeral home:

Location of burial plot:

Open or closed coffin:

Cremation or not:

Where ashes are to be buried:

Location of funeral:

Hymns or songs to be sung:

Pall bearers:

Charitable donations to be sent:

Wording of obituary:

**ASSETS**

Bank Accounts

| Bank | Branch | Account No. |
|------|--------|-------------|
|------|--------|-------------|

Stocks and Bonds

| Name | Amount | Location |
|------|--------|----------|
|------|--------|----------|

Insurance Policies and Death Benefits

| Company | Policy Number | Amount | Beneficiary | Location |
|---------|---------------|--------|-------------|----------|
|---------|---------------|--------|-------------|----------|

Pensions and RRSP's

| Company | Amount |
|---------|--------|
|---------|--------|

Real Estate

| Address | Owners | Mortgages |
|---------|--------|-----------|
|---------|--------|-----------|

**DEBTS**

Mortgages

| Company | Goods | Final Payment Date |
|---------|-------|--------------------|
|---------|-------|--------------------|

Personal Loans

| Creditor (Bank) | Security Given | Amount Due | Final Payment Date |
|-----------------|----------------|------------|--------------------|
|-----------------|----------------|------------|--------------------|

## **MEMORANDUM**

### **Personal Belongings**

Though I realize the following is not binding upon my Executors/Administrators, I would like my Executors/Administrators, to distribute the following personal belongings to the following persons:



**PERSONAL ADVISORS**

**Lawyer: NORMAN L. TAINSH, Q.C.**

**Address: P.O. Box 1234, 205 Main Street, Three Hills, AB T0M 2A0  
ntainsh@telus.net**

**Phone No.: 403-443-2200 or 1-888-939-2200**

**Life Insurance Agent:**

**Address:**

**Phone No.:**

**Accountant:**

**Address:**

**Phone No.:**

**Stock Broker:**

**Address:**

**Phone No.:**

**Spiritual Advisor:**

**Address:**

**Phone No.:**

**Doctor:**

**Address:**

**Phone No.:**

**Employer:**

**Address:**

**Phone No.:**

**Other:**

**Address:**

**Phone No.:**

## **LOCATION OF DOCUMENTS**

**Will:**

**Income Tax Returns:**

**Marriage Certificate:**

**Birth Certificate:**

**Bank books:**

**Stocks:**

**Bonds:**

**Deeds to Property:**

**Life Insurance Policies:**

**Mortgage, Loan, Creditor Documents:**

**Funeral Arrangements:**

**Automobile Insurance Policies:**

**Property Insurance Policies:**

COMPUTER & ACCOUNT PASSWORDS



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**BARRISTER & SOLICITOR**  
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**website: [www.tainsh.ca](http://www.tainsh.ca)**