

POWER OF ATTORNEY CHECKLIST

MANAGEMENT OF AFFAIRS OF INCAPABLE ADULT

(note: Attorney here means the person appointed under a Power of Attorney)

Date	Task	Attorney (responsible for task)	Lawyer (responsible for task)
	Obtain original Power of Attorney document	X	
	Prepare notarial copies of Power of Attorney		X
	Notify financial institutions and banks	X	
	Deliver notarial copy of Power of Attorney to all financial institutions and banks	X	
	Obtain signing authority for existing accounts as Attorney	X	
	If appropriate, open new bank account under name of incapable person through Attorney with cheques and/or electronic access	X	
	Arrange for direct deposit of income and direct debit of regular expenses if not already in place	X	
	Set up manual or computerized accounting record system and system to manage records of receipts and disbursements		

	If necessary arrange for sale of real estate pursuant to power of attorney	X	X
	Notify family members of implementation of power of attorney and beginning point for management	X	X (if requested)
	Update accounts at least monthly	X	
	Prepare annual summaries of financial activity and circulate to immediate family if appropriate	X	
	Prepare formal accounts to pass in court on formal audit if required	X	X (lawyer or other professional preparer of accounts)
	On death of incapacitated person, prepare final accounts and arrange for transfer of assets to estate trustee	X	X (lawyer and account preparation professional)