**WILL PLANNER**

**Your full name and address:**

**Marital status:**

**Your partner’s full name and address:** (if different from your own)

**Have you prepared a will before? If so, please provide copy or date and brief details.**

**Executor’s and Trustees full names and addresses:**

**Children’s full names and addresses:** (if different from your own)

**Guardian’s full names and addresses (**where children under 18**):**

**(Optional clause) Type of Funeral required:** *Cremation / burial etc*

**VALUE OF YOUR ESTATE**

Use these tables to help you work out the value of your estate

**WHAT IS THE VALUE OF YOUR MAJOR ASSETS?**

|  |  |
| --- | --- |
| Your home (or share in it) | £ |

|  |  |
| --- | --- |
| Other property or land | £ |

|  |  |
| --- | --- |
| Cars and other vehicles | £ |

|  |  |
| --- | --- |
| Home contents including furniture and fittings | £ |

|  |  |
| --- | --- |
| Items of particular value (e.g jewellery or art) | £ |

|  |  |
| --- | --- |
| Money in banks and building societies | £ |

|  |  |
| --- | --- |
| Shares/investments/National Savings/Premium Bonds | £ |

|  |  |
| --- | --- |
| Insurance and pensions | £ |

|  |  |
| --- | --- |
| Other savings and assets | £ |

|  |  |
| --- | --- |
| **Total assets:** | £ |

**WHAT ARE YOUR MAJOR LIABILITIES?**

|  |  |
| --- | --- |
| Your mortgage | £ |

|  |  |
| --- | --- |
| Loans and overdrafts | £ |

|  |  |
| --- | --- |
| Your credit cards | £ |

|  |  |
| --- | --- |
| Credit or HP agreements | £ |

|  |  |
| --- | --- |
| Other liabilities | £ |

|  |  |
| --- | --- |
| **Total liabilities** | £ |

|  |  |
| --- | --- |
| **Assets - liabilities = Total Estate Value** | £ |

**BEQUESTS**

Notes of any specific gifts you want to leave.

**Specific Bequest (specific item):** Write down the full names and addresses of all individuals and charities (with registered charity numbers) you want to benefit, with a brief description of

the item.

**Pecuniary Bequests (set amount of money):** Write down in full the names and addresses

of all individuals and charities (with registered charity numbers) you want to benefit and the amount.

**Residuary Bequests (a percentage, remainder or all of the residue of your estate:** Write down the full names and addresses of all individuals and charities (with registered charity numbers), with their proportion of the residue of your estate.

**What do you want to happen to your bequests if any of your beneficiaries die before**

 **you do?**

**LEGAL TERMS**

Glossary of words you might need to know when making your Will:

**A Beneficiary**

is anyone who receives something from a Will.

**A Bequest/Legacy**

is a gift left in a Will. It can be:

* *Specific:* a definite object or property
* *Pecuniary:* a gift of a particular sum of money
* *Residuary*: a gift of money or assets left when other legacies and expenses have been paid. It is normally expressed as a part or percentage of the residue of your estate.

**A Codicil**

is an addition or amendment to an existing Will.

**Your Estate**

is the total value of everything you own at your death, less any outstanding commitments.

**An Executor**

is the person or people you choose to make your Will happen. They can be a relative, a friend or your solicitor.

**Guardians**

are the people chosen by parents to look after their children in the event of their death.

**Intestacy**

is the name for the situation which arises when someone dies without making a Will.

**Inheritance tax**

is a 40% tax deducted from estates with a value of more than £325,000. Money left to your spouse or a charity is not taxed. If your spouse pre-deceased you and did not use up their full inheritance tax free allowance, this will be added to your own at the rate prevailing at your death.

**Probate**

is the legal process to establish whether your Will is valid. If not, an administrator is appointed.

**A Testator/Testatrix**

is the person making the Will.

**A Trust**

is an arrangement you can make in your Will to administer part of your assets after your death.