

## Will Planner

Prepare for your meeting with your solicitor by completing all sections of this Will planner (as appropriate) and taking it along with you.

### 1. Your details

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

### 2. Your partner/spouse's details

Name \_\_\_\_\_

Address (if different) \_\_\_\_\_

Postcode \_\_\_\_\_

### 3. Children(s) full names and address(es)

Are any of the children under 18?

	Yes	No
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

### 4. Guardian(s) full name and addresses (if you have children under 18).

Remember to discuss your wishes with the people you wish to appoint to make sure they agree. Some people may also have pets they would like someone to take care of.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Choose who you would like to be responsible of ensuring the wishes stated in your Will are carried out (your Executors).**

These can be legal professionals, friends or family members or a mixture. Usually two people, although you can appoint up to four.

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**6. Make a list of your assets**

		<u>Is this jointly owned?</u>	
		Yes	No
If you own your home how much is it worth?	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Other properties or land?	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Vehicles	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Home contents (including furniture, electrical, etc.)	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Have you got any savings or investments?	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Valuables (art, collectors' items, etc)	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Jewellery	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Insurance/Pensions/Savings	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Premium Bonds, etc	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Bank Accounts	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Miscellaneous assets	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>	<b>£ _____</b>		

**7. Make a list of your liabilities**

		<u>Is this a joint responsibility?</u>	
		Yes	No
Mortgage	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Loans/Overdrafts	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Credit or extended purchase agreements	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
Other	£ _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>	<b>£ _____</b>		

**To calculate the estimated current value of your estate, take your *total assets less total liabilities*:**

£ \_\_\_\_\_ - £ \_\_\_\_\_ = £ \_\_\_\_\_  
**Total assets                      Total liabilities                      Total estate value**

### 8. Who do you want to remember in your Will?

Make a list of the family, friends and charities you would like to benefit in your Will and think about what you would like them to receive.

You will need to decide what you would like to give each person and whether it should be a specific item, an amount of money or a % share from your estate.

Name	Address	% share	Amount £	Specific item

**9. If any of the people you have mentioned do not survive you what would you like to happen to their gifts?**

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**10. Funeral instructions or any other questions you would like to ask your solicitor.**

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### **Legal terms**

Here is a glossary of legal terms you may find useful when making your Will.

**Administrator** - A person appointed by law to settle your affairs if you die without a Will.

**Beneficiary** - Anyone who receives something from your Will.

**Bequest (often called a legacy)** - A gift left in a Will. It can be:

- **Specific:** a particular object or property.
- **Pecuniary:** a specific sum of money.
- **Residuary:** generally stated as a percentage share of what is left of your estate after all other gifts have been made.

**Codicil** - An addition or amendment to an existing Will.

**Estate** - The total value of everything you own at your death, less any outstanding commitments.

**Executor** - A person you appoint to make sure the wishes stated in your Will are carried out.

**Guardians** - The people chosen by parents to look after their children in the event of their death.

**Intestacy** - The name for the situation that arises when someone dies without making a Will.

**Inheritance tax** - Currently 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 predeceased 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** - The legal process to establish whether your Will is valid. If not, an administrator is appointed.

**A testator/testatrix** - The person making the Will.

**A trust** - An arrangement you can make in your Will to administer part of your assets after your death.