

6. Special arrangements

You may wish to give some thought to what you would want to happen to your estate should:

- Any of your beneficiaries die before you
- If you and your spouse/partner/family were to die at the same time

These are not pleasant thoughts, but nevertheless are serious potential issues that should be considered. The following section can be used to explain your wishes, which your solicitor can then incorporate into your will.

[illegible]

7. Funeral arrangements

Your will also presents an opportunity to state any preferences you may have as to the type of funeral you may want. It also enables you to state any other personal wishes such as the donating (or not), of any of your organs.

[illegible]

You should now check through your completed form. Once you are happy it accurately reflects your wishes, make a copy for your own records and take the original along to the meeting with your solicitor.



Will Preparation Form

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>

- If you have made an earlier will, remember to take a copy with you to your meeting with your solicitor, together with any other documents you think may be useful, such as bank and/or building society account details, insurance policy details etc and any valuations for specific items (eg jewellery).
- You can use the following checklist to calculate the total net value of your estate. Preparing these figures in advance of your meeting with your solicitor will save you considerable time and effort later.
- It is worth remembering that on death, no inheritance tax is payable on the first part of an individual's estate. This is known as the Nil Rate Band. These bands are reviewed each year by the Chancellor of the Exchequer, usually in the Budget. Consequently they can and do change, but in the current financial year it is:

Net value of estate	Inheritance tax due (IHT)
First £325,000	Nil
Anything above £325,000	40% tax due

Charitable legacies and most transfers between spouses are exempt from IHT irrespective of value.

Assets	Yours £	Your spouse/partner £	Jointly held £
Your main residence			
Any other property			
Contents of residence(s) including furniture & carpets			
Land			
Building society/bank accounts			
Items of specific value (eg jewellery)			
Shares and investments			
PEPs/ISAs			
National Savings/Premium Bonds			
Life assurance/insurance policies			
Mortgage protection policy			
Foreign assets (seek specialist advice)			
Other savings and assets			
Total assets			
Liabilities			
Mortgage(s)			
Credit cards and store cards			
Credit or HP agreements			
Loans and overdrafts			
Other liabilities			
Total liabilities			
Total net value of estate			

(ie total assets less total liabilities)

You now need to consider the beneficiaries of your will. The following sections are designed to help you formulate your specific wishes for inclusion in your will by your solicitor.

1. Select executors

Since these are the people who will ensure your wishes are carried out, you should choose at least one that is likely to survive you. Up to four people can be selected, but two is more usual. The duties and responsibilities of executors are considerable. For example:

- Notify all businesses of the death eg. All the utilities, credit companies, banks, building societies, council tax office, social services and Inland Revenue.
- Gather all documents relevant to the will and compile a list of assets, debts and liabilities. Ensure debts, liabilities and funeral expenses are paid.
- Distribute the contents of the will, including pecuniary and specific legacies where applicable and distribution of the residue (residuary legacies). Ensuring that if anything has been left to children under 18, a trustee has been named.

It is both sensible and courteous to gain the prior agreement of anyone you wish to act as an executor of your estate. You may wish to ask your solicitors to act as one of your executors, but they will charge your estate for this service.

Name

Address

Postcode

Name

Address

Postcode

Name

Address

Postcode

Name

Address

Postcode

2. Do you have young children?

If you do, it is advisable to appoint a guardian for them in the event that you, and their other parent, die before your children reach the age of 18. Again, it is strongly advised that agreement of the person named as guardian is obtained first.

In the event of parents no longer being together (eg separated, divorced, absent etc) advice on this issue needs to be obtained from your solicitor.

Guardian name

Address

Postcode

3. Fixed sums of money?

If you wish to leave fixed amounts of cash (otherwise known as pecuniary legacies) to people and/or charities, complete the details below. There are no limits to the number of such gifts you may make.

Alternatively you could leave all, or a proportion of, the residue of your estate (residuary legacy) to people and /or charities once your loved ones and friends have been taken care of. See section 5, which explains more.

Name

Address

Postcode

Gift (£)

Name

Address

Postcode

Gift (£)

Name

Address

Postcode

Gift (£)

4. Specific Items

There are likely to be special, individual items that you would like people to have. Whether they are of sentimental value, financial value or both. Simply complete this section in order to provide clear instructions for your solicitor, about who is to receive which item(s). These are sometimes called specific legacies.

Name

Address

Postcode

Item

Description

Name

Address

Postcode

Item

Description

Name

Address

Postcode

Item

Description

Name

Address

Postcode

Item

Description

Name

Address

Postcode

Item

Description

5. Sharing what is left

The remainder of your estate, once all of the foregoing gifts (legacies) have been made, is called the residue. You can list here, the people and/or charities that you would like this to be shared amongst.

Because residuary legacies are based upon a % share of what is left, they have the great benefit of keeping pace with inflation and are therefore the very best way for you to help the MND Association.

Simply list the details of people and/or charities together with the respective % share of the residue of your estate that you wish them to receive.

Name

Address

Postcode

Share (%)

Name

Address

Postcode

Share (%)

Name

Address

Postcode

Share (%)

Name

Address

Postcode

Share (%)

Name

Address

Postcode

Share (%)