



# Will Preparation Form

Name

Address

Postcode

When you meet your solicitor, take a copy of an earlier Will if you have made one and any other documents you think may be useful, such as Bank and/or Building Society account details, insurance policies and valuations for specific items (e.g. jewellery, antiques).

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, so seek professional advice to obtain the latest information.

Assets	Yours (£)	Your Spouse/Partners (£)	Jointly Held (£)
Your main home			
Any other property			
Contents of home(s) incl. furniture & carpets			
Land			
Building Society/bank accounts			
Items of specific value (e.g. jewellery, antiques)			
Shares & investments			
PEPs/ISAs			
National Savings/Premium Bonds			
Life Assurance/insurance policies			
Mortgage Protection policy			
Foreign assets (seek specialist advice)			
Other savings and assets			
<b>Total Assets</b>			
<b>Liabilities</b>			
Mortgage(s)			
Credit cards & store cards			
Credit or HP agreements			
Loans & overdrafts			
Other liabilities			
<b>Total liabilities</b>			
<b>Total Net Value of Estate</b> (i.e. Total assets less total liabilities)			

You 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

These are the people who ensure your wishes are carried out so choose at least one that is likely to survive you. Up to four people can be chosen, but two is the usual number. The duties and responsibilities of executors are considerable. For example, they need to:

- Notify all businesses of the death e.g. 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 advisable and courteous to obtain the prior agreement of anyone you wish to act as an executor of your estate. Your solicitor could act as one of your executors, but your estate will be charged for this service.

Name

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## 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 e.g. separated, divorced, or absent, advice on this needs to be obtained from your solicitor.

Guardian name

Address

Postcode

## 3. Fixed sums of money

If you would like 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 gifts you 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.

Name

Address

Postcode

Gift (£)

Name

Address

Postcode

Gift (£)

Name

Address

Postcode

Gift (£)

## 4. Specific items

You may have special, individual items that you would like to leave for your family, friends or colleagues, whether they are of sentimental value, financial value or both. 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	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Item	<input type="text"/>
Description	<input type="text"/>
	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Item	<input type="text"/>
Description	<input type="text"/>
	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Item	<input type="text"/>
Description	<input type="text"/>
	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Item	<input type="text"/>
Description	<input type="text"/>
	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Item	<input type="text"/>
Description	<input type="text"/>

## 5. Sharing the remainder

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 College of Occupational Therapists or the UK Occupational Therapy Research Foundation.

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

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Share (%)	<input type="text"/>
	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Share (%)	<input type="text"/>
	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Share (%)	<input type="text"/>
	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Share (%)	<input type="text"/>

