MAKING YOUR WILL

A Questionnaire for Clients

Introduction

In order that we can prepare a Will which suits your circumstances and requirements, we will need to find out some information about you. Please complete this form to the best of your ability and return it to us as soon as possible. The answers which you give will then be used to produce a Will for your approval. We will usually send a Will to you in a form which can be executed if it reflects your wishes. If there is insufficient space in any section, please continue on a separate sheet of paper. Wherever possible, please use block capitals. If you have an existing Will or any other relevant documents, it will help us if you can send copies with this form.

Some Preliminary Points

Do I need an executor?

Your Executor is the person who will be in charge of looking after (administering) your estate after your death. You should choose carefully who this is to be and specify this in your Will. If you wish, your Solicitor will be pleased to act as your Executor. You may, however, choose to appoint your spouse, a close relative, or friend or your bank. It is best to have more than one Executor. You should have two Executors if you are leaving your estate to children.

What gifts can I make?

* **Personal belongings** - you may wish to leave specific items to a particular person or persons. If so, it is important that it is clearly stated in your will so as to avoid misunderstandings which could, for example, lead to items being incorrectly sold. Items must be clearly identified.
* **Gifts of money** - you may wish to leave a specific sum (called a pecuniary legacy) to a particular person, for example, a grandchild. It is important that your Will deals with the position clearly and states whether anyone who is still under 18 years can receive the legacy or whether it must be paid to their parents on their behalf.
* **Residue** - this means the remainder of your estate after payment of all tax, debts, the costs of administration and any legacies and gifts. You may wish to leave your residue to one person, or you may wish to divide it up between a number of people in equal or unequal shares.
* **Gifts to charity** - you may wish to give your residue or a gift of money to charity. Again this must be clearly stated. It is worth noting that bequests to charity are free of Inheritance Tax and can, therefore, reduce the overall Inheritance Tax liability of your estate.

Providing for Children

* **Guardians** - you will be able in your Will to suggest guardians to care for your children in the event that they are left without parents and are under the age of 18.
* **Adopted/illegitimate children** - please let us know if any of your children are adopted or illegitimate in order that they can be best provided for in the Will.

Marriage, Civil Partnership and Separation

Any of the following circumstances will probably necessitate drawing up a new Will:

* **Marriage or Civil Partnership** - this usually invalidates an earlier Will entirely.
* **Divorce or termination of a Civil Partnership** - can make part of a Will ineffective.
* **Separation** - will not prevent a spouse or civil partner from benefiting from a Will or under the rules relating to intestacy.
* **Living together** - even long-term relationships outside of marriage or civil partnerships do not guarantee any entitlement under the intestacy rules.

Trusts

Trustees may be appointed to hold money or assets in trusts for young children or others. It is important that trustees are given special powers to avoid any statutory restrictions on, for example, buying a house, advancing capital or making investments.

In particular, where children or grandchildren are under 18 you can fix the terms upon which your estate will be held for them. These terms can be designed to suit the circumstances and your wishes. For instance, you may wish to ensure that a child does not receive money and assets until he or she is 21 or 25, but that in the meantime the money is to be used to maintain the children and to pay for their education.

Keeping your Will up to date

Whether or not major changes have occurred in your life you may find that your Will needs to be updated from time to time. Generally, you should review your Will at least every three years and ensure that its provisions accurately reflect your circumstances. Bearing in mind that specific gifts of cash can decline substantially in value over the years you may need to update your Will to make allowances for this.

If you do wish to change your Will and the change is only a minor one, then you may be able to do so by means of a “Codicil” - a simple document which makes the appropriate alteration, but confirms that the rest of the Will remains valid.

Financial Planning

Ensuring your finances are best arranged to support your current and future wishes requires regular review. Areas such as Pensions, Investments, Inheritance Tax and Life Insurance are complex and often necessitate professional guidance. Generally, you should review your financial circumstances every year to make sure you are on track to meet your goals and objectives.

You and Your Family

Your Details

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | Mr/Mrs/Miss/Ms/Other, please specify | | | | | | | | | |
| **Surname** |  |  | | | | | | | | | |
| **Forename(s)** |  |  | | | | | | | | | |
| **Address** |  |  | | | | | | | | | |
|  |  |  | | | | | | | | | |
|  |  |  | | | | | | | | | |
| **Postcode** |  |  | | | | | | | | | |
| **Tel (home)** |  |  | | | | | | | | | |
| **Tel (work)** |  |  | | | | | | | | | |
| **Tel (mobile)** |  |  | | | | | | | | | |
| **Fax No.** |  |  | | | | | | | | | |
| **Email** |  |  | | | | | | | | | |
| **Occupation** |  |  | | | | | | | | | |
| **Date of Birth** |  |  | | | | | | | | | |
| **Former Name**  (if any) |  | Are you known by another name; if so what is it and do you hold assets in that name? | | | | | | | | | |
|  |  |  | | | | | | | | | |
|  |  |  | | | | | | | | | |
|  |  |  | | | | | | | | | |
| **Marital Status** |  | ☐ | Unmarried | ☐ | Married | ☐ | Separated | ☐ | Divorced | ☐ | Widowed |
| **Are you domiciled in the UK?** |  |  |  |  |  |  |  |  |  |  |  |
| **If not, please state where you are domiciled** |  |  |  |  |  |  |  |  |  |  |  |
| **Have you already made a Will or Codicil?** |  |  |  |  |  |  |  |  |  |  |  |
| **If yes please provide the details** |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | | | | | | | | | |

Your Spouse or Partner’s details

|  |  |  |
| --- | --- | --- |
| **Title** |  | Mr/Mrs/Miss/Ms/Other, please specify |
| **Surname** |  |  |
| **Forename(s)** |  |  |
| **Address**  (if different from above) |  |  |
|  |  |  |
|  |  |  |
| **Occupation** |  |  |
| **Date of Birth** |  |  |
| **Former Name**  (if any) |  | Is he/she known by another name; if so what is it and do they hold assets in that name? |
|  |  |  |

relationship details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Are you and your Partner married/Civil Partners?** |  | ☐ | **Yes** | ☐ | **No** |
| **If Yes, give year** |  |  | | | |
| **If no, do you intend to do so in the future?** |  | ☐ | **Yes** | ☐ | **No** |
| **Have either of you married before?** |  | ☐ | **Yes** | ☐ | **No** |

Your children

Please indicate if adopted, step-child or illegitimate

|  |  |  |
| --- | --- | --- |
| **Full Name** |  |  |
| **Address** |  |  |
|  |  |  |
|  |  |  |
| **Date of Birth** |  |  |

|  |  |  |
| --- | --- | --- |
| **Full Name** |  |  |
| **Address** |  |  |
|  |  |  |
|  |  |  |
| **Date of Birth** |  |  |

|  |  |  |
| --- | --- | --- |
| **Full Name** |  |  |
| **Address** |  |  |
|  |  |  |
|  |  |  |
| **Date of Birth** |  |  |

|  |  |  |
| --- | --- | --- |
| **Full Name** |  |  |
| **Address** |  |  |
|  |  |  |
|  |  |  |
| **Date of Birth** |  |  |

**Children of former marriages/relationships**

Please give details of any children from you or your spouse’s former marriages and please indicate whose child they are.

|  |  |  |
| --- | --- | --- |
| **Full Name** |  |  |
| **Address** |  |  |
|  |  |  |
|  |  |  |
| **Date of Birth** |  |  |

|  |  |  |
| --- | --- | --- |
| **Full Name** |  |  |
| **Address** |  |  |
|  |  |  |
|  |  |  |
| **Date of Birth** |  |  |

Funeral Wishes

You may wish to specify in your Will if you wish to be buried or cremated. If you have a preference for either of these, please indicate.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Buried** | ☐ | **Cremated** | ☐ |  |  |

|  |  |  |
| --- | --- | --- |
| Please specify any special wishes such as place of burial, medical research etc. |  |  |
|  |  |  |

Executors and Guardians

Your executors

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Relationship to you** |  |  |

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Relationship to you** |  |  |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Relationship to you** |  |  |

If your chosen executor cannot act, or they die before you, who should replace them as executors?

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Relationship to you** |  |  |

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
| **Relationship to you** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Do you wish this firm to act as Executors?** |  | ☐ | **Yes** | ☐ | **No** |

guardians

You may also wish to appoint one or two people to act as guardians of your children in the event that both parents die before any of your children reach 18. Ideally the guardians should not be the same people as your executors.

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Relationship to you** |  |  |

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Relationship to you** |  |  |

Beneficiaries

This section deals with how you wish to dispose of your property. A list is provided later in this form where you can give details of your property generally; please use this section for giving details of any cash or other gifts.

Cash Gifts

Please give the name and address of the person to whom you wish to leave a cash gift and the amount to be given. If the person is currently aged under 18, please give their age also. If relevant, please also confirm if the gift should be on the first death or after the death of your surviving spouse or partner.

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Amount (£)** |  |  |
| **Age to inherit (e.g. 18, 21 or 25)** |  |  |

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Amount (£)** |  |  |
| **Age to inherit (e.g. 18,21 or 25)** |  |  |

Gifts TO CHARITY

Your beneficiaries may be able to claim a 10% reduction in inheritance tax if you give 10% or more of your estate to charity. Please ask for more details when we meet.

Please provide the details below of any gifts you wish to make to Charity and if relevant whether the gift should be on the first death or after the death of your surviving spouse or partner.

|  |  |  |
| --- | --- | --- |
| **Name of Charity** |  |  |
| **Address** |  |  |
|  |  |  |
| **Amount (£)** |  |  |
| **Any special or general purposes for the gift?** |  |  |

|  |  |  |
| --- | --- | --- |
| **Name of Charity** |  |  |
| **Address** |  |  |
|  |  |  |
| **Amount (£)** |  |  |
| **Any special or general purposes for the gift?** |  |  |

Gift of Articles

Please list the name and address of the person and a full description of the article which you wish to give to that person Please ensure that the description is sufficiently comprehensive to enable the article to be identified, e.g. ”my gold ring with the diamond and sapphire setting” as opposed to “my ring”.

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Item** |  |  |

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Item** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please use a separate sheet for any additional items. Would you prefer to leave the distribution of personal items to the discretion of your Executors?** |  | ☐ | **Yes** | ☐ | **No** |

Gifts of land and buildings

Please give the following details if you wish to gift any land or buildings to a specific beneficiary.

|  |  |  |
| --- | --- | --- |
| **Title and address of property** |  |  |
| **Beneficiary Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Is the property mortgaged?** |  |  |
| **If so, should the mortgage be paid by the beneficiary or your estate?** |  |  |
| **Should the beneficiary or your estate pay any inheritance tax due on the gift?** |  |  |

|  |  |  |
| --- | --- | --- |
| **Title and address of property** |  |  |
| **Beneficiary Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Is the property mortgaged?** |  |  |
| **If so, should the mortgage be paid by the beneficiary or your estate?** |  |  |
| **Should the beneficiary or your estate pay any inheritance tax on the gift?** |  |  |

The Residue

Please state who is to receive the residue of your estate and who is to receive it if that person or persons die before you. This may be particularly relevant if you wish to pass all of your estate to your spouse/partner; you should consider what you would wish to happen if you die after your spouse/partner. If you name more than one person, please indicate whether you wish them to share equally in the residue or to take a specific share. If children are to inherit, at what age would you like them to receive the assets e.g. 18, 21 or 25. If any gift is to be conditional, please ensure that you state the condition as clearly as possible.

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Share** |  |  |

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Share** |  |  |

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Share** |  |  |

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Share** |  |  |

Assets

Your Home (tick appropriate box)

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you** |  |  |  |
|  |  | ☐ | Own your own home |
|  |  | ☐ | Rent your home |
|  |  | ☐ | Have it provided in some other way |

|  |  |  |
| --- | --- | --- |
| **If the latter, please provide details** |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Is your home** |  |  |  |
|  |  | ☐ | In joint names with spouse/partner |
|  |  | ☐ | In sole name of spouse/partner |

|  |  |  |
| --- | --- | --- |
| **Do you know if it is owned as joint tenants or tenants in common?** |  |  |
| **What is it’s approximate value?** |  |  |
|  |  |  |

Other Principal Assets

Please provide brief details of any other major assets which you have. Use a separate sheet of paper where necessary. In each case give brief details, value of your interest (e.g. if you own half of the asset) and the value of the interest of any other joint owner.

|  |  |  |
| --- | --- | --- |
| **Stocks/Shares** |  |  |
| **Unit Trusts** |  |  |
| **Bank Accounts** |  |  |
| **Building Society A/Cs** |  |  |
| **National Savings A/Cs** |  |  |
| **Life Policies** |  |  |
| **Business Property** |  |  |
| **Agricultural Property** |  |  |
| **Foreign Property** |  |  |
| **Digital Assets (e.g. Crypto-currency or online IP rights)** |  |  |
| **Other** |  |  |

Financial Circumstances

Do you currently work with an Independent Financial Planner? If so, please provide their details

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Company Name** |  |  |
| **Address** |  |  |
|  |  |  |
| **Tel / Email** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **If you do not have a Financial Planner would you like a member of the IBB Wealth team to contact you?** |  | ☐ | **Yes** | ☐ | **No** |

ENDURING POWER OF ATTORNEY OR LASTING POWER OF ATTORNEY

Have you made an Enduring Power of Attorney or Lasting Power of Attorney?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ☐ | **Yes** | ☐ | **No** |

Any Other Matters

If there are any other matters which have not been dealt with elsewhere in this form, then please give details below, or use a separate sheet.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |