



MY IMPORTANT DOCUMENTS



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MY IMPORTANT DOCUMENTS

Where I keep them and what are my assets

When a loved one passes away or becomes mentally incapacitated it can be a stressful and traumatic time for those involved. Those who asked to handle the estate and affairs often won't know where to find important documents that belongs to the person involved.

We want to help you keep everything together, and track all of your assets in one place. This document will help record where the Will, key contacts, bank account details and any assets are held in one place in the event that one day it is needed.

By listing your assets, it will help those involved know all of your plans and wishes - if everything is in one place, your family or friends will not have to search for things that they are unaware of.

Once you have filled it in, we can keep a copy for you should you wish, but it would also be beneficial to provide copies to key members of your family or friends.

Please remember that if your completed document is kept online it should also be backed up externally to ensure that if the computer crashes, the information can be retrieved.

OTHER RESOURCES WHICH MAY BE OF HELP

The Money Helper have put together a checklist of what to do should someone die:

■ <https://www.moneyadviceservice.org.uk/en/articles/what-to-do-when-someone-dies>

The UK Government have also produced a step by step guide:

■ <https://www.gov.uk/when-someone-dies>

The Money Advice Service also give help to determine if someone has lost mental capacity:

■ <https://www.moneyadviceservice.org.uk/en/articles/if-the-person-you-want-to-help-has-lost-mental-capacity>

KEY INFORMATION AND CONTACTS

Full name:

National Insurance Number:

Tax Reference:

Date of Birth:

D	D	M	M	Y	Y	Y	Y
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KEY CONTACTS:	NAME AND ADDRESS	CONTACT
Your Financial Planner:		
Solicitor:		
Accountant:		
Doctor:		
Tax Office:		
Employer:		
Others:		

MY WILL AND CLAIMING THE TRANSFERABLE NIL RATE BAND

MY WILL:

The original of my Will is held with:	
The Will is dated:	
The Will was drawn up by:	
My executors are:	

CLAIMING THE TRANSFERABLE NIL RATE BAND:

When an individual who has been previously married or in a civil partnership dies, a claim can be made to transfer the nil rate band, where any part of it was unused, from the spouse or civil partner who died first. The following documents will be needed in support of such a claim. Please use this section to record their location.

Copy of Grant of Representation (Confirmation in Scotland) of deceased spouse/civil partner:	
Will of deceased spouse/civil partner:	
Any Deed of Variation or disclaimer executed in respect of property inherited from a deceased spouse/civil partner:	
Death certificate of deceased spouse/civil partner:	

POWERS OF ATTORNEY

POWERS OF ATTORNEY:

Type - EPA or LPA	Date made	Name and address of attorneys	Has it been registered? Yes/no	Names and addresses of individuals to be notified of any application to register the EPA/ LPA

BANK/BUILDING SOCIETY ACCOUNTS, CREDIT CARDS AND LOANS

(including online accounts)

IMPORTANT:

Please do not write down your passwords for the following two sections.

Bank/building society (Name and address of branch)	Sort code	Account no	Contact

Credit card/loan company (including online accounts)	Account no	Contact

MY PROPERTY

Main residence and other properties

Type	Address	Approximate value	Ownership	Outstanding loan
Main residence				
Other property				

Comments/notes

MY PENSIONS

IMPORTANT:

Have you correctly completed your Death Benefit Nomination form?

Yes ☐ No ☐

Provider (name and address)	Latest plan value	Plan number	Contact

Comments/notes

MY ASSETS

Savings, trusts and assurance plans

Investment bonds/Unit trusts/ISAs/Direct Shares/ NS&I	Investment detail	Plan no/ Account no	Contact

Life assurance plans & details of trusts	Investment detail	Plan no/ Account no	Contact

Comments/notes

GIFTS MADE DURING LIFETIME

Date	Amount and/or asset	Who made the gift	Recipient of gift	Where is the copy of the IHT403 form?

BENEFICIARY CONTACT DETAILS

Name	Address	Telephone number/email address

FUNERAL ARRANGEMENTS

When someone passes away, it can be a time of great stress for all of those involved.

If you already have wishes for your funeral, the following page may be of help to let your next of kin know what you would like.

If you have already paid for your funeral, please tick here ☐ and record any details of the plan below:

CREMATION

Cremation? Yes ☐ No ☐

If yes:

Ashes interred? Yes ☐ No ☐

Ashes scattered? Yes ☐ No ☐

Burial? Yes ☐ No ☐

If yes: where? (Legal restrictions will apply)

SERVICE

Where would you like the service to be conducted?

THE SERVICE

Music at entry? Yes ☐ No ☐

Songs to sing? Yes ☐ No ☐

If yes list up to three:

1

2

3

Reading? Yes ☐ No ☐

Any special tribute?
If so by whom? Yes ☐ No ☐

Music at exit? Yes ☐ No ☐

Any other wishes? Yes ☐ No ☐

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