

Will Writing Guide

First things first – Do you already have a Will?

If yes, you can easily amend your will (or leave a legacy gift to Anaphylaxis Campaign) by completing a *Codicil*. A template can be downloaded from our website, or your solicitor or will writer can assist you. Remember that a Codicil is not legally binding until it has been signed by you.

If no, follow the steps below. They will help you begin to write your Will and will help when meeting with your solicitor or will writer. *Note: The worksheets are guides only; they are not legally binding and advice from a solicitor or will writer is recommended.*

Step 1.

Determine the value of your estate. In Will terms, an estate simply means the value of what you own minus any debts you may owe. A worksheet is below. The purpose of this is to establish how much, if any, Inheritance Tax may be due so that your lawyer can advise on any necessary tax planning issues.

Step 2.

Determine your beneficiaries. Who would you like to provide for in your Will? Family, Friends, Charities? A worksheet is below.

Step 3.

Designate guardians for your dependent children (if applicable). Note their names in the planner below. You can include provision for the gifting of any pets and for the recipient to also receive some money to pay for their care.

Step 4.

Choose your executor(s). An executor is someone you nominate to carry out the instructions in your Will. It is advisable to appoint at least two executors as they'll also act as trustees if any beneficiary is a minor at your death.

Step 5.

Choose a solicitor and arrange a visit. We cannot recommend solicitors or will writers. We suggest asking your friends and family for a recommendation or searching for a local solicitor on the Law Society website. Qualified will writers are found on the Institute of Professional Will Writers website.

If you are over the age of 55 and a resident of England or Wales, you can take advantage of Free Wills Month which takes place every March and November. freewillsmoonth.org.uk

Will Relief Scotland offers discounted Will writing services to all residents regardless of age every September. www.willreliefscotland.co.uk

What is the value of your estate?

The following two worksheets will help you determine the value of your estate. The first section is a list of major assets; the second are your major liabilities. The difference between the two is the value of your estate.

Major Assets	Value in £
Your home (or your share in it)	
Other property or land	
Cars or other vehicles	
Home contents including furniture and fittings	
Possessions of substantial monetary value (eg artwork, jewellery)	
Bank or building society account(s)	
Investments, stocks, shares, bonds	
Life insurance/pension (these are usually not subject to inheritance tax)	
Other savings and assets	
Any money that is owed to you	
Total assets	

Major liabilities (debts)	Value in £
Outstanding Mortgage(s)	
Other loans (eg personal, auto, business)	
Overdraft	
Credit card balance	
Other money owed	
Total liabilities	

Total assets – Total liabilities = Estate value	£
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Who would you like to provide for?

Whether family, friends or a charity, make a list of those who would want to be a beneficiary of your Will. You can either leave a percentage of your estate, a specific monetary amount or a specific item. Be careful; if anyone is financially dependent upon you, you will need to make reasonable provision for them.

Beneficiary	% of estate	Amount in £	Specific item
Anaphylaxis Campaign, registered charity in England and Wales 1085527 1 Alexandra Road, Farnborough, Hampshire, GU14 6BU			

Guardians

If you have dependent children, you will want to appoint a guardian. If you are divorced or separated, the guardianship appointment will not automatically apply as it is presumed that the other parent will care for the children. Your solicitor or will writer will be able to advise. Be sure to speak to the people you wish to appoint before doing so. List your children's guardians here:

1. _____

2. _____

3. _____

4. _____

Executors or Trustees

You can name up to four executors, who usually also act as trustees, to ensure your wishes are carried out. They need not be family members – they can be friends or a professional such as your solicitor. Solicitors usually charge a percentage of the estate so it's generally better to appoint family or friends who can always pay for limited legal assistance if necessary. List your nominated executors here:

1. _____

2. _____

3. _____

4. _____

Other queries to discuss with your solicitor or will writer

Make a note of them now while they are fresh in your mind.
