

Making a Will Checklist



Having a Last Will and Testament ensures your wishes will be followed and your loved ones are taken care of after your death. We know that making a Will sounds like a daunting task, but it doesn't have to be. We are here to help so have created an easy-to-follow checklist on what to include in your Will.

If you require any guidance or support when it comes to writing your Will, please call us to make an appointment on 01454 619900.

Step	Requirements
Your Personal Information	To start with, you will need to provide details about yourself. This includes details such as your full name, date of birth, current address, relationship status and names and dates of birth of any children you have.
Your Estate	You will need to consider what assets you own, including those in your sole name and owned in joint names may this be personal or business. This may include property, bank accounts, stocks and shares, vehicles, foreign assets and anything else of value such as jewellery. You should also consider what debts and liabilities you have such as a mortgage or outstanding loans. All these different elements will help determine the net value of your Estate.
Your Beneficiaries	You'll need to decide who you'll want to receive your Estate when you die. You might leave everything to one person, such as your spouse. However, you should also decide who should inherit your Estate if your main beneficiary dies before you. This could say that if your spouse dies before you, your two children should receive your Estate in equal shares. You might also want to make specific gifts, such as a piece of jewellery or donation to charity.
Your Executors	When choosing your Executors, you need to think about who you would like to be responsible for winding up your affairs after you die. As this carries a lot of responsibility, it's important to choose someone capable of carrying out the role. Most people will name someone they know and trust. You can choose one person although you can have more. It is recommended you also nominate replacement Executors in case those you name are unable or unwilling to act. If you are leaving your whole Estate to one person then it is common to appoint that beneficiary to be the Executor.
Legal Guardians for Children	If you have children who are under the age of 18, you'll need to make provisions for them. This includes naming a Legal Guardian who will be legally responsible for your children, should you and their other parent both die while they are under the age of 18. You might also want to consider putting financial arrangements in place. For example, you might want their inheritance to be placed in a Trust which they can only access at a certain age.
Your Trustees	You'll need to decide whether you want to put certain assets into Trust. There are different types of Trusts available and each have their own benefits. If you do decide to create a Trust, you'll need to appoint Trustees who will manage the Trust on behalf of the beneficiary. Your Trustees could be the same people who act as your Executors.
Other Wishes	When writing your Will, you will have the opportunity to record any other wishes that you have. This could be any specific funeral wishes or exclusions from your Will You might also want to write a Letter of Wishes to accompany your Will, explaining the motivation behind the decisions you've made. This can be very useful for your Executors, as they will have a better understanding of why you've decided to leave your Estate as you have.
Other Considerations	When you make a Will, you might want to consider making a Power of Attorney, in case you lose mental capacity in later life. You can appoint an Attorney to make decisions on your behalf about your finances and your healthcare.