

Will Planner

Leaving a Gift in your Will



Making a Will
can provide you
with peace of mind
that your wishes have
been recorded for your
loved ones and that all the
things that are important to
you will be honoured.

When thinking about your Will, after you have considered your family and friends you may also consider leaving a legacy gift to Queenscourt Hospice in your Will.

Gifts in Wills have helped to Keep Queenscourt in Service for over 30 years, and whether it is a little or a lot, a legacy gift makes the world of difference to our patients and their families. Your gift can help secure our future and ensure that we can continue to care for future generations.

With less than 20% of our funding coming from statutory sources, your support can make a substantial difference to our charity.

If you would like to speak to us at Queenscourt Hospice about leaving a legacy gift please contact us on 01704 517420 or email fundraising@queenscourt.org.uk

How will my gift help Queenscourt Hospice?

We want to ensure that our patients and their families have the best possible care, and enjoy their life fully. You can help us to provide the best possible care to local people who have life limiting illnesses by remembering us in your Will.

Making a Will is important; you will have peace of mind knowing that you have looked after your loved ones, remembered special friends, and honoured your favourite charities such as Queenscourt Hospice.

Thank you.

Queenscourt Hospice

It costs over £10,000 per day to run Queenscourt Hospice. With less than 20% of our funding coming from statutory sources we raise the rest of the money needed in the local community through fundraising events, supporter donations, our retail shops and the Queenscourt Lottery.



Did you know?

- We provide specialist care FREE of charge.
- We help people with all sorts of illnesses including cancer, heart failure, COPD, motor neurone disease.
- We care for those people who have been diagnosed with a life-limiting illness, not just at the end of life.
- We help adults from the age of 18.

Making a will is surprisingly simple...

Why is it important to make a Will?

All of us need to make a Will to provide for our loved ones after we've gone and to make sure our wishes are carried out. Without a Will the law decides as to who gets what and this may not reflect your real wishes. For example, some people incorrectly assume that on their death everything they own will automatically go to their partner. However, this is not always the case and making a Will guarantees your wishes will be met. If you have not prepared a Will it can cause a great deal of anxiety and worry for your loved ones at such a distressing and difficult time. Everyone who is aged 18 or over is entitled to make a Will.

How do I make a Will?

There are many different ways to make a Will and so there should be a way that suits everyone. Having a Solicitor write your Will professionally is always a good option as they can advise on a variety of legal matters which you may not have thought of. You may wish to discuss the possibility of care affecting your finances in older age and making sure you appoint attorneys to deal with matters if you become too ill to do so yourself.

How do I decide?

Before you make your Will, it is important to think about what you want to leave, and who to.

Do you already have a Will?

It is a good idea to keep your Will up to date so it reflects your current wishes, especially if your personal circumstances have changed. If you add Queenscourt Hospice to your list of beneficiaries you can be sure that your gift will help us provide extra care and support to those who need it.

"I'm so glad that I've sorted my Will out, and can forget about it now. I know that my family is provided for, and I have remembered friends too."



Making a Will is easier than you think!

Making a Will need not be complicated. The following steps will help guide you through the process. Use this Will Planner to note down key information about your assets and your wishes before visiting a solicitor.

1. Choose your executor

Firstly you need to think about who you would like to administer your Will as executor(s). You can nominate a partner, close friend, or a solicitor. People usually choose two executors, but you can have up to four if you think it is appropriate. Please note that there is no restriction on an executor being a beneficiary of your Will.

2. Guardians for young children

If you have children under 18 (under 16 in Scotland) or pets, it is important to choose and ask a guardian to look after them in the event of your death.

3. What do you own?

Make a note of your assets and calculate their approximate value. The value of your estate will be your assets minus any outstanding money owed e.g. mortgage, loans etc.

4. How do you want to leave it?

Make a note of who you would like to receive your estate. There's no limit to the number of different gifts you can make. Once you have provided for your loved ones, you could also consider making a gift to charity to transform the lives of people in need in the future. Even a small percentage of your estate could make a big difference. Your solicitor or other professional adviser will help you with the wording of your gift, but if you want to leave a gift to Queenscourt Hospice here is an example of some wording you might use:

- **For a residuary gift:**

I give free of inheritance tax x% of my residuary estate to the Queenscourt Hospice, Town Lane, Southport, PR8 6RE Registered Charity Number 518801, absolutely for its

general charitable purposes and I declare that the receipt of the treasurer or other proper officer for the time being shall be a sufficient discharge to my executors.

- **For a pecuniary gift:**

I give free of inheritance tax £x to the Queenscourt Hospice, Town Lane, Southport, PR8 6RE Registered Charity Number 518801, for its general charitable purposes and I declare that the receipt of the treasurer or other proper officer for the time being shall be a sufficient discharge to my executors.

5. Meeting the solicitor

Take this completed Will Planner with you when you meet your solicitor. Your solicitor will discuss your instructions and advise on how best to word the Will. If you do not have an executor, your solicitor can also arrange this for you. If your estate is large, your solicitor will also advise whether you need to make additional arrangements for tax planning and advise you of the costs. You should also ask about Lasting Powers of Attorney as part of ensuring that important matters can be looked after if you become ill.

6. Approving your Will

When your will has been drafted, it should be sent to you to look over and approve. Any changes can be made at this point. Once you are happy with the document, your solicitor will ask you to sign it in the presence of two witnesses at the same time. Please note that beneficiaries cannot witness your Will.

7. Keeping your Will safe

You should ask your solicitor to keep your will safe as it may not be possible to do this at home unless you have proper facilities. Don't forget to make sure it is safe and to let your family know where it is. Don't forget, this is your Will and you can change it at any time to give you...

peace of mind

Essential details

Name and address		Telephone no.
Your name and address Your partner's name and address (if different from your own)		
Your executors These are the people who will ensure everything happens. You can have up to four executors. They could be friends or family or a solicitor. Make a note of their full names and addresses.		
Children's full names and addresses (if different from your own)		
Guardian's full name and addresses (if you are appointing a guardian for your child). Remember to discuss your wishes with the people you wish to appoint to make sure they agree. Some people may also have pets they would like someone to take care of.		

Please note that due to different legislation regarding probate, this Will Planner is not suitable for use in the Channel Islands.

What is my estate worth?

Most people underestimate the value of their estate. In this section below, make a list of everything you own and make a note of its approximate value. This section will help you work out the value of your estate. In the second section, think about what you owe and make a note of your liabilities.

Deduct total B from total A and the result is the total net value of your estate.

Assets (A)	
What is the value of your major assets?	£
Your home (or share in it)	£
Other property and land	£
Cars and other vehicles	£
Home contents including furniture and fittings	£
Items of particular value (eg jewellery/art)	£
Money in banks and building societies	£
Shares, investments, national savings Premium Bonds	£
Insurance and pensions	£
Other savings and assets	£
(A) Total assets	£

Liabilities (B)	
What are your major liabilities?	£
Your mortgage	£
Loans and overdrafts	£
Your credit cards	£
Credit or HP agreements	£
Other liabilities	£
(B) Total liabilities	£

Net value of my estate	
(A) Total assets	£
(B) Total liabilities	less £
Net value of my estate	£

Glossary of legal terms you might find useful when making your Will.

An administrator is someone who is appointed by law to settle your affairs if you die without a Will.

A beneficiary is anyone who receives something from a Will.

A bequest (legacy) is a gift left in a Will. It can be:

- *Specific*: a definite object or property
- *Pecuniary*: a gift of a particular sum of money (cash)
- *Residuary*: a gift of money or assets left when other legacies and expenses have been paid. It is normally expressed as a part or percentage of the residue of your estate.

Chattels and moveables are your personal possessions including your furniture and car.

A codicil is an addition or amendment to an existing Will.

Your estate is the total value of everything you own at your death, less any outstanding commitments.

An executor is the person or people you choose to make your Will happen. They can be a relative, a friend or your solicitor.

Where do I find a solicitor?

Ask your family and friends if they can recommend a solicitor, or you can contact the The Law Society www.lawsociety.org.uk who will provide details of local solicitors who can help you to prepare your Will.

Your legacy is our future...

Thank you.

Guardians are the people chosen by parents to look after their children in the event of their death.

Intestacy is the name for the situation that arises when someone dies without making a Will.

Inheritance tax is a 40 per cent tax deducted from estates with a value of more than £325,000. Money left to your spouse or a charity is not taxed. If your spouse predeceased you and did not use up their full inheritance-tax-free allowance, this will be added to your own at the rate prevailing at your death.

Life Interest is a two stage legacy: the first beneficiary inherits for their lifetime (Use of house, or bank account for example); after their death the house or capital passes to the second beneficiary named in the Will. This is often a charity.

Probate is the legal process to establish whether your Will is valid. If not, an administrator is appointed.

A testator/testatrix is the person making the Will.

A trust is an arrangement you can make in your Will to administer part of your assets after your death.

A Witness is a person who signs your Will, who must not be a beneficiary or married to one.