



*Action for
Children*

Will planning

How to start writing your will



Planning ahead

How to write your will, protect your loved ones and begin your legacy.



Planning where your estate (that's your money, property and possessions) goes to, protects your loved ones, documents your wishes and supports causes closest to you, making sure your memory lives on. It's important no matter what stage of your life you're at.

Before you begin, it's a good idea to set aside time to help you make these decisions.



This planner makes getting started simple.

You'll find:

- Space for your personal details, as well as details of your family and executors
- A table of assets, to list everything you own
- A table of liabilities, to list anything you owe
- A table of gifts, to list gifts for family, friends and charities
- A glossary, to break down the legal jargon



Personal details

First Name:

Address:

Middle Name(s):

Surname:

Postcode:

Date of Birth:

Partner/Spouse

First Name:

First Name:

Middle Name(s):

Middle Name(s):

Surname:

Surname:

Address:

Address:

Postcode:

Postcode:

Date of Birth:

Date of Birth:

Guardians for dependent children

First Name:

First Name:

Middle Name(s):

Middle Name(s):

Surname:

Surname:

Address:

Address:

Postcode:

Postcode:

Executors

First Name:

First Name:

Middle Name(s):

Middle Name(s):

Surname:

Surname:

Address:

Address:

Postcode:

Postcode:

Assets

Own a home?

Yes No Value

£

Other property and land?

£

Vehicles?

£

Home contents?

(Including furniture, fittings, electrical goods)

£

Valuables?

(E.g. Jewellery, art, collectables)

£

Money held in banks, building societies
and savings accounts?

£

Investments?

(E.g. Stocks and shares)

£

Other?

(E.g. Trust assets and pension)

£

Liabilities

Mortgage?

£

Loans/overdrafts?

£

Credit?

£

Other

£

Total Assets

£

Total Liabilities

- £

Total Estate

= £

Gifts



Pecuniary Gift (£) Specific amount

Residuary Gift (%) Share of your estate

Specific Gift Specific item

Surname:

Address:

If a charity, registered charity number:



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Address:

If a charity, registered charity number:

Notes

Things to remember

- We recommend you seek independent legal advice to ensure all legal formalities are covered and your will is valid.
- Always keep your will somewhere safe, like with your solicitor, and make sure your executors know where it is kept.
- If you don't have a will, the law will decide who inherits your estate. So by writing one, you can be sure your loved ones will be looked after, and that any related wishes you have will be carried out.

Keep your will up to date, as it may need to change if:

- You have a change in relationship status
- You buy or move home
- There are changes in your family
- You have or adopt a child
- You receive any inheritance

If you do decide to leave a gift once your loved ones' needs are met, we advise letting them know.



Glossary

Assets	Everything that you own, including your share in joint assets.
Beneficiary	Person or organisation who will receive a gift in your will.
Codicil	Legal document that makes an amendment or an addition to your will.
Estate	Your property, money and possessions.
Executor	Someone you chose, and name, who is responsible for carrying out the wishes in your will. They could be friends, family, or your solicitor. You can have up to four executors.
Inheritance Tax (IHT)	Tax is paid on someone's estate. If your estate is worth more than £325,000, you'll pay 40% inheritance tax on the excess. Gifts to your spouse or a charity do not get taxed. And if you leave 10% of your estate to charity, inheritance tax will reduce to 36%. Find out more via gov.uk/inheritance-tax
Legacy/Bequest	A gift left in your will to an individual or an organisation.
Pecuniary gift	Specified amount of money e.g. £1000.
Probate	The process of dealing with a will.
Residuary gift	Percentage of your 'residue': what's left of your estate, after other gifts, debts and fees are taken into account, e.g. 5% of your residue.
Specific gift	Specific item e.g. jewellery, antiques, collectables.
Testator/Testatrix	Person whose will is being written.
Witnesses	Two people who must be present when a person is signing and dating their will.

Questions?

We're always happy to help

Email: giftsinwills@actionforchildren.org.uk

Call: 0300 123 2112 (Monday-Friday 9am-5pm)



Safe and happy childhood



Action for Children protects and supports children and young people, providing practical and emotional care and support, ensuring their voices are heard, and campaigning to bring lasting improvements to their lives.

Action for Children

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