Information for my executors and trustees

This checklist is to help deal with your affairs should you lose mental capacity or die.

Also see

gov.uk/lasting-power-attorney-duties

gov.uk/wills-probate-inheritance

citizensadvice.org.uk/family/death-and-wills/dealing-with-the-financial-affairs-of-someone-who-has-died/

Your name	
Address	
NI no.	**Date of birth**
Tax reference	

Spouse/partner name	
Address	
NI no.	**Date of birth**
Tax reference	

Name of financial adviser/firm	
Address	
Contact no.	**Email address**

Name of solicitor firm/contact	
Address	
Contact no.	**Email address**

Name of accountant firm/contact	
Address	
Contact no.	**Email address**

Where my will is held	**Dated**
Executor 1	
Executor 2	
Medical contact	

Other information such as medical research bequests, deeds, trusts, safe box access, computer codes.

Power of attorney

Made by	Name & address of attorneys	Registered Yes/No

Bank accounts (Single & Joint)

Bank name/address	Sort code	Account no.	Single or Joint

Credit cards

Name of credit card company	Account no.

Loans

Company	Account no.

My assets

Investment bond/UT (state name of platform if any)	Investment info	Plan no./Account no.	Single/Joint

ISA/LISA/etc. (state name of platform if any)	Investment info	Plan no./Account no.	Single/Joint

Savings & life assurance plans	Investment info	Plan no./Account no.	Single/Joint

Shares (state if on a platform)	Investment info	Plan no./Account no.	Single/Joint

My assets (continued)

My physical assets e.g. art, jewellery, antiques

Other assets e.g. national savings	**Investment info**	**Plan no./ Account no.**	**Single/Joint**

My inheritance tax (IHT) exempt assets

Name	**Type of shares** e.g. EIS/BPR company shares	**Date purchased or date business established**	**Date became IHT exempt**	**Date it might pay out** (back in estate for inheritance tax purposes)

Trust that I am a beneficiary of & details of any inheritances received

Name of donor & your relationship to donor	**Title of trust if applicable**	**Date gift or trust established**	**Do you have a copy of the trust deed?**	**Extent of interest in gift or trust** e.g. outright gift of cash, right to income etc.

My Pension

Provider (plus name of any platform)	**Latest plan value £**	**Plan no.**	**Is it paying you an income? Yes/No**

Notes

My main residence

Address

Approximate value £	**Ownership Single/Joint**
Outstanding loan information	

Holiday home

Address

Approximate value £	**Ownership Single/Joint**
Outstanding loan information	

Investment properties

Address

Approximate value £	**Ownership Single/Joint**

Outstanding loan information

Tenanted Yes/No

Rent information & name of any agent

Notes: e.g. where are deeds, tenancy agreements

Gifts made in the last seven years

Date	Amount and/or asset	Recipient	Documentation e.g. trust deed, letter

Beneficiary contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Name

Address

Contact information

Miscellaneous information e.g. organisations/clubs/charities

Name	Membership no.	Contact information

Other contacts e.g. utilities

(attach a current list of standing orders and direct debits from each bank account)

Name	Account reference	Contact information

Additional information e.g. where items listed in this document are stored

Funeral arrangements

What type of service would you like?

Cremation Yes/No

If you plan on cremation would you like your ashes interred or scattered?

Burial Yes/No

Location of cemetery or crematorium

Location for any church or funeral service

Any other funeral arrangements or wishes?

Other things to attach

- ✔ will
- ✔ power of attorney
- ✔ copy of any certificates
- ✔ latest valuations
- ✔ record of gifts

Signed	Dated