THORNTONS
WEALTH

What I own and where I keep it

octopus investments
A brighter way

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

octopus investments

A brighter way

For Your Executors and Next of Kin

This checklist is intended to help your executors or next of kin deal with your affairs following your death. It outlines some of the practical steps that may need to be taken and should be used alongside the information recorded in this document. Not all of the steps below will apply to every estate, but it can serve as a practical guide during the estate administration process.

Professional Contacts

☐ Contact financial adviser
☐ Contact solicitor
☐ Contact accountant

Executor & Next of Kin Checklist - Immediate Actions (First Few Days)

☐ Obtain the Medical Certificate of Cause of Death
☐ Register the death and obtain several certified copies of the death certificate
☐ Locate the Will
☐ Confirm who the executor(s) are
☐ Arrange the funeral
☐ Notify close family and relevant parties

Financial & Legal Information Gathering

☐ Prepare a list of all assets and liabilities
☐ Gather bank and building society statements
☐ Gather investment account statements
☐ Obtain pension details
☐ Obtain life assurance policy details
☐ Obtain mortgage details
☐ Obtain details of any loans, credit cards or other debts
☐ Obtain property ownership details and recent valuations if required
☐ Gather utility account information

Notify Relevant Organisations

☐ Banks and building societies
☐ Investment providers
☐ Pension providers
☐ Life assurance providers
☐ Mortgage lender
☐ Credit card providers
☐ Loan providers
☐ Utility providers
☐ Council Tax department
☐ HMRC (if required)
☐ DWP and any benefit providers (if applicable)

Bank Accounts

☐ Confirm which accounts are sole accounts and which are joint accounts
☐ Contact each bank's bereavement team
☐ Request date-of-death balances
☐ Ask the bank what documents will be required to release funds
☐ Arrange payment of funeral expenses directly from the deceased's account where possible

Property & Mortgage

☐ Notify the mortgage lender.
☐ Confirm whether any life assurance policy is linked to the mortgage
☐ Continue essential payments where appropriate
☐ Ensure buildings insurance remains in force
☐ Secure any vacant property

Estate Valuation

☐ Obtain date-of-death values for all assets
☐ Obtain date-of-death balances for all liabilities
☐ Calculate the gross and net estate values
☐ Identify whether any Inheritance Tax reporting is required

Confirmation (Probate in Scotland)

☐ Instruct a solicitor or prepare the application personally
☐ Complete the required Inheritance Tax forms
☐ Submit the application for Confirmation
☐ Obtain the Certificate of Confirmation

Collection of Assets

☐ Provide Confirmation to banks and providers
☐ Close or transfer accounts as appropriate
☐ Collect all estate funds into an executor/estate account if required

Debts & Expenses

☐ Pay funeral expenses
☐ Pay outstanding debts
☐ Pay any tax liabilities
☐ Retain records of all payments made

Distribution of Estate

☐ Confirm beneficiaries and entitlements under the Will
☐ Prepare estate accounts
☐ Obtain receipts from beneficiaries
☐ Distribute the estate

Record Keeping

☐ Keep copies of all correspondence
☐ Keep copies of all valuations
☐ Keep a record of all money received and paid out
☐ Retain estate records following completion of the administration