

What I own and where I keep it



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

Also see [gov.uk/ending-power-of-attorney](https://www.gov.uk/ending-power-of-attorney)

[gov.uk/wills-probate-inheritance](https://www.gov.uk/wills-probate-inheritance)

[citizensadvice.org.uk/family/death-and-wills/dealing-with-the-financial-affairs-of-someone-who-has-died/](https://www.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 is my will held

Dated

Executor 1

Executor 2

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

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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)

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.

Notes

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 my lifetime

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

Name	Membership no.	Contact information

Other contacts e.g. utilities

(attach a current list of standing orders & 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

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

The service

Music at entry

Hymn 1

Hymn 2

Hymn 3

Readings

Any special tributes & by whom

Music at exit

Any other wishes?

Other things to attach

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

Signed

Dated

Roxburgh Group is the trading name of J C Roxburgh (Financial Services) Ltd, J C Roxburgh (Insurance Brokers) Ltd and J C Roxburgh (Properties) Ltd and are registered in Scotland under numbers 417019, 417217 and 073801 respectively.

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