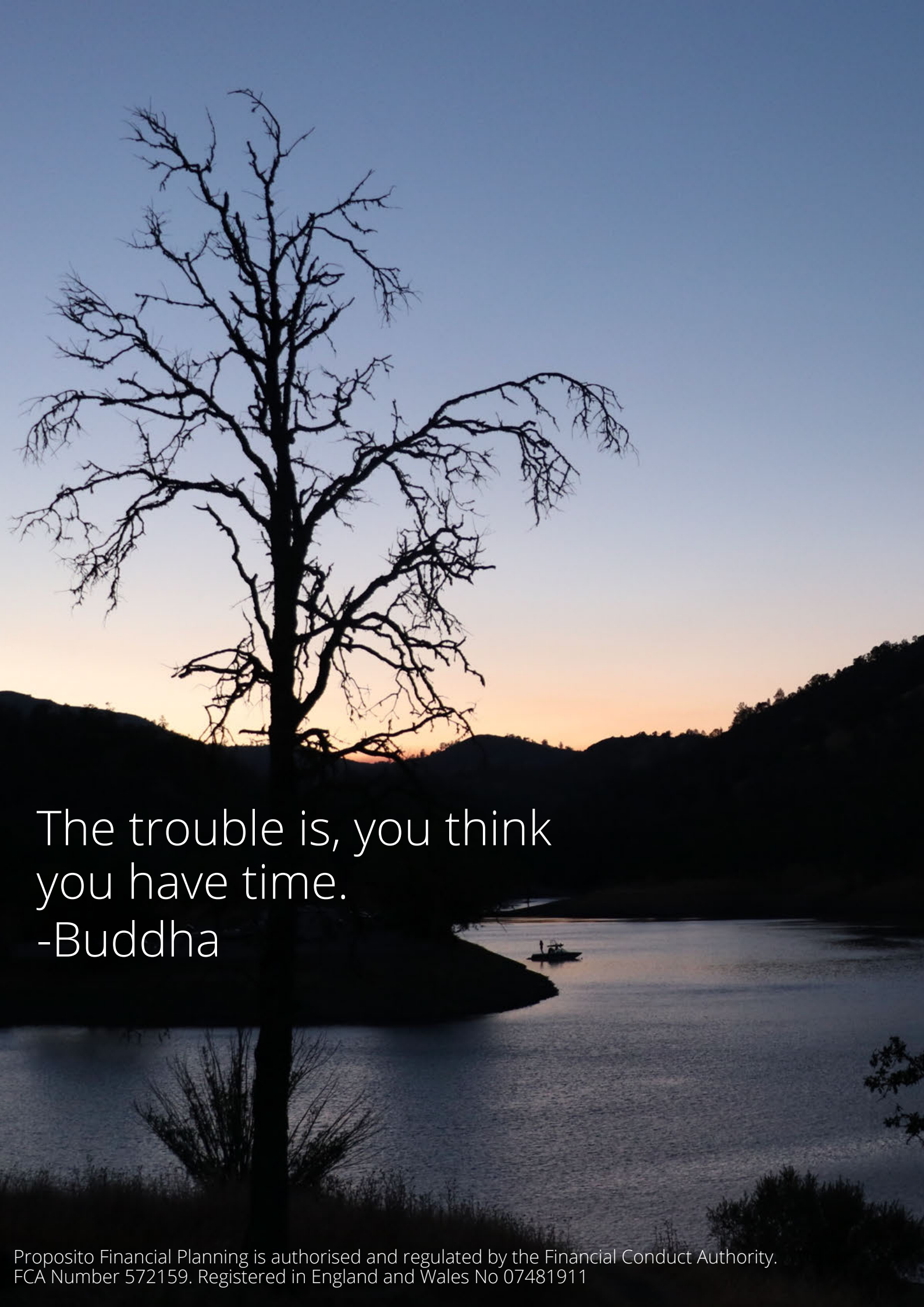




AFTER I'VE GONE



PROPOSITO
FINANCIAL PLANNING



The trouble is, you think
you have time.
-Buddha

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Introduction

Proposito Financial Planning

As financial planners, we help people enjoy peace of mind by guiding them to make sensible decisions about their money and enabling them to prepare for their future.

We understand how painful bereavement can be. There is often a sense of overwhelm at the enormity of the task ahead for grieving family members. We can bring calm, confidential and practical assistance for the difficult tasks that inevitably arise at this often very stressful time.

Better preparation can remove a great deal of worry. It is never too soon to plan for the only certainty left in life.

The Purpose of this Booklet

This booklet is for you to be prepared and make sure everything's in place and in order. You can begin to tie up any loose ends long before you run out of time. Having this booklet completed will remove some of the worry and uncertainty of your loved ones at a time of profound grief. We hope that you find it useful and if it stimulates discussions with your loved ones about what you want to happen – so much the better.

Once completed, this booklet will provide a comprehensive summary of your day-to-day life and your final wishes. It will help your loved ones and executors to finalise your life's formalities in accordance with your wishes.

You may have prepared a Will but it is unlikely to contain all the information needed to put your affairs in order. This booklet contains useful sections that will get you thinking. If a section is not relevant leave it blank. There is plenty space at the end of document for you to add any notes of your own.

Finally, the Appendices at the end of the document contain information about what to do when someone dies. Your loved ones might find these sections useful if they are looking at this document after you've gone.

If you think an online version of this booklet would be better there are businesses that specialise in doing just that for you e.g. Once I've Gone (www.onceivegone.com).

The Basics

Family Information

Full Name	
Family Name	
Maiden Name	
Commonly known as	
Date of Birth	
Place of Birth	
National Insurance Number (or other government issued unique identification number)	
Next of Kin & Relationship	
Spouse/Partner (name, address & phone)	
Emergency contact information	
Dependant(s) (name, address & phone)	
Doctor/GP (Name, address & phone)	
Other	

Your Will

A Will can prevent worry, indecision and possible conflict between loved ones dealing with your estate. Any changes in circumstances should be reflected in your Will. You are NEVER too young to prepare a Will. Your will should be updated regularly to reflect your wishes and ensure it uses up to date wording.

Information about your Will

Even if you DO have a Will, you should still record the following:

Name and address of solicitors/Will writers who prepared the document for you.	
When was your Will last updated	
Where your Will is kept	
Who knows where your Will is kept?	
What are their contact details?	
Who have you named as executor/s?	
Contact details Executor (1)	
Contact details Executor (2)	
Do you hold a funeral payment plan or life insurance to cover your funeral costs?	
Where is your funeral plan/insurance document kept?	
Where are your important documents kept?	

Organ Donation

Organ donation in England & Wales has moved to an 'opt out' system. All adults will be considered to have agreed to be an organ donor when they die unless they have recorded a decision not to donate or are in one of the exclude groups.

Your family will still be approached and your faith, beliefs and culture will continue to be respected. You continue to have a choice about whether or not you wish to become a donor.

Information about organ donation

Are you a registered Organ Donor	
Do you want to donate your organs?	
Have you given written consent to donate your body to science?	

Additional Notes:

If you **do** want to be an organ donor, you can register to be a donor on the NHS Organ Donor Register. But you don't have to under the new presumed consent law.

If you **do not** want to be an organ donor, you can opt out by registering a 'refuse to donate' decision on the NHS Organ Donor Register.

If you have **already registered your decision** on the NHS Organ Donor Register and your decision remains the same, you should tell your family what you want.

If you have **already registered, but want to change your recorded decision**, you can do this simply at any time by completing the 'amend your details' form online.

Funeral Arrangements

Funeral Plans

Wills are sometimes not read until after the funeral has taken place so, aside from your wish to be buried or cremated, documenting your wishes for the finer details should ensure that arrangements go more smoothly for your loved ones.

Have you left instructions/details of your final wishes?	
If so, where can they be found?	

Funeral Planning

Do you wish to be buried or cremated?	Buried	Cremated
If you wish to be buried, have you arranged for a burial plot?		
Describe the type of headstone you would like (if relevant) you might also like to suggest ideas for your epitaph		
If you wish to be cremated what would you like done with your ashes?	Buried Other	Scattered (give details) Interred
Do you have a preferred funeral director you would like to look after you?	No	Yes
What kind of casket would you like?	Wood Shroud	Wicker Other Cardboard (give details)
How would you like to be dressed?	Simple gown	Own clothes (give details)
Where would you like your body to rest before the event?	Home Other	Funeral Home (give details) Church

Additional Notes:

The Service

What kind of service would you like?	Religious (give details)	Non-religious	
Where would you like the service to be held?			
How would you like to be transported?	Hearse (give details)	Carriage	Other
Do you have a preferred funeral route to the service?	No	Yes	(give details)
Is there anyone in particular you would like to lead the service?	Religious leader (give details)	Celebrant	Other
What music would you like played/sung?			
Would you like flowers?	From family	from all	None
If you would like charitable donations, which charity(ies) would you like to support?			
Where is your address book kept – if on a mobile phone, how is it accessed?			
Is there anyone not in your address book who you would like to be notified of your funeral?			
Is there anyone you do not want to attend?			

Additional Notes:

Who Should Be Informed?

When a death is registered, many local authorities have an optional free “Tell Us Once” service (TUO). Information is passed to the Department of Work and Pensions (DWP) who will notify government and council departments dealing with council tax, benefits, passport and driving licences. However, this still leaves a considerable number of other organisations, businesses and individuals who require notification. There is an outline of the process in the appendices of this document.

There is additional space at the end of this document for you to make a note of any other organisations or people you think of.

Please let a family member, trusted friend or your executor know where they can find this document.

If you include passwords and other sensitive details **PLEASE STAY SAFE** and store this document in a secure place.

Tell Us Once important information

Driving Licence number	
Vehicle registration number	
Passport number	
Details of any benefits or entitlements (e.g. state pension)	
Details of any local council services (e.g. blue badge)	
Contact details of the person/company dealing with the estate (property, belongings & money)	
Details of any public sector or armed forces pension schemes	
Other	

Financial & Important Data

Financial Information

Description	Provider	Account Number	Address	Telephone	Email	Contact Name/Notes
Life Insurance						
Home Insurance						
Car Insurance						
Medical Insurance						
Other Insurance						
Bank Current Account						
Bank Business Account						
Bank Savings Account						
Bank other (1)						
Bank other (2)						
Building Society (1)						
Building Society (2)						

Description	Provider	Account Number	Address	Telephone	Email	Contact Name/Notes
Mortgage (1)						
Mortgage (2)						
National Savings						
Premium Bonds						
ISA account (1)						
ISA account (2)						
State Pension						
Work Pension						
War Pension						
Credit Card (1)						
Credit Card (2)						
Store Card (1)						
Store Card (2)						
Other						

Professional Information

Description	Business Name	Contact Name (if known)	Address	Telephone	Email	Notes
Solicitor						
Doctor						
Dentist						
Accountant						
Financial Adviser						
Business Partner/s						
Is there a shareholder agreement in place for your business?						
Other						

Household Details

Who holds spare keys to the house?	
Location of electrical consumer unit (fuse box)	
Location of electrical isolation main switch	
Location of electrical meter	
Location of gas meter	
Location of gas isolation control valve	
Location of water meter	
Location of water isolation stop tap	
Location of intruder alarm panel	

Regular Household Services

Description	Day and time	Frequency	Contact Name	Telephone	Email	Notes
Cleaner						
Gardener						
Handyman						
Milkman						
Grocery deliveries						
Dog walker						
Rubbish bin collection						
Food waste collection						
Recycling – cardboard						
Recycling – glass						
Recycling – garden waste						
Recycling – other						

Suppliers

Description	Provider	Account Number	Address	Telephone	Email	Contact Name/Notes
Gas						
Electricity						
Water						
Telephone						
Mobile Telephone						
Internet Provider						
Cable/Satellite TV Services						
Security alarm						
Council Tax						
Landlord/Rent						
Vehicle Breakdown Cover						
Appliance Warranties						
Other						

Family & Friends

Name	Relationship	Address	Telephone	Email	Notes (place or work, school etc)

Pets

Name	Type/Breed	Who do you wish to adopt your pet?	Special Needs/Diet/Likes/Dislikes

Inheritance Tax Records

Record of Gifts already made

When you die, the executors of your estate will need to produce evidence of the gifts made during the seven years before your death. Keeping a record of who you made the gifts to, their value and the date they were made, should speed up the process of any checks made by HMRC.

Date of gift	Name and relationship of recipient of gift (e.g., daughter, grandson, trustees)	Description of assets forming gifts (e.g., cash or investments or paying for something)	Value at date of gift	Exemptions or relief deducted (e.g. annual allowance)	Net value of gift

Record of Gifts made as part of normal expenditure out of income

This is a guide to the type of income and expenditure you have, so that you can show that gifts made were part of normal expenditure out of income (if that is the case) and they weren't made from capital. The income and expenditure for each of the years in which gifts were made should be recorded.

Income

Tax year in which gifts made							
Salary							
Pensions							
Interest (incl ISAs)							
Investments							
Rents							
Annuities							
Other							
<i>Minus</i> Income Tax Paid							
Net Income							

Expenditure

Mortgages							
Insurance							
Household bills							
Council Tax							
Travelling costs							
Entertainment							
Holidays							
Nursing home fees							
Other							
Total Expenditure							

Surplus

Net Income minus Total Expenditure							
Gifts made							

Securing Personal Information

There may be details of your everyday life of which your loved ones are unaware. Such as clubs you may belong to, voluntary work or donations made to charitable causes.

Without passwords, your family will be unable to access any social media sites and close them. If notified of a death and after receiving proof, Facebook will convert your profile page into a 'Memorial Profile' which friends will be able to view. Please note that 'Friend Requests' will never be sent from your memorial page. Twitter and LinkedIn will permanently remove a profile upon receipt of a written request and proof of death.

Passwords, PIN numbers and security details must be kept in a safe, secure place.

Your solicitor or bank will keep important documents for you, safely and securely. You will need to make your family/executors aware of where documents are stored and how they may retrieve them. Secure storage facilities are an alternative location for storing a large number of documents, for a relatively low cost.

Electronic password managers can be useful for storing login details securely.

Clubs, Associations & Subscriptions

Organisation	Address	Telephone	Email	Membership No

Regular Charity Donations

Organisation	Address	Telephone	Email	Details (how, when, from where, references)

Electronic Password Manager

Password manager	Location of master password	Other recovery info

Social Media

Site/Platform	User Name	Associated Email Address	Notes
LinkedIn			
Twitter			
Facebook			

Websites

Web Address	User Name	Associated Email Address	Notes
www.ebay.co.uk			
www.amazon.co.uk			

Personal Messages

You may wish you had asked a lost loved one something or regretted not having a certain conversation when you had the chance. This is an opportunity for you to think about expressing the feelings you have for those you will leave behind. You may want to share family history or perhaps you have information you wanted to pass on, but never found the right moment.

If you haven't already done so, I'd urge you to think about creating a memory box, writing a letter, recording a message or even filming a video to leave behind. There are businesses that specialise in doing just that for you, to create special memories for your loved ones.

I have left a message / messages for:	It/they are in this format and can be found here:

Milestones

Family and friends may not always remember those dates and details of your significant milestones. Completing this section will complete their family history.

Milestone	Dates	Details
Place of birth		
Primary school		
Primary School friends		
Secondary School		
Secondary School friends		
Qualifications		
College/University		
Qualifications		
College/University Friends		
National Service		
Employment		
Marriage/Partnership		
Divorce/separation		
Children		
Family Homes		
Travels		

Notes

Notes

Notes

Suggested Organisations

A few suggestions of organisations for additional information and support

Cruse Bereavement Care
Tel: 0844 477 9400
www.cruse.org.uk

Child Bereavement UK
Tel: 0800 02 888 40
www.childbereavement.org.uk

WAY Widowed and Young
www.widowedandyoung.org.uk

Age UK
Tel: 0800 169 6565
www.ageuk.org.uk

Samaritans
Tel: 08457 909090
www.samaritans.org.uk

Association of Natural Burial Grounds
Tel: 01962 712690
www.naturaldeath.org.uk

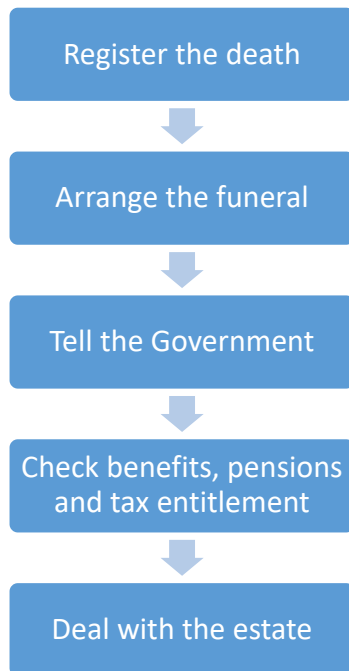
Good Funeral Guide
Tel: 01527 595358
www.goodfuneralguide.co.uk

Once I've Gone
www.onceivegone.com

Appendix 1 – What to do When Someone Dies - Overview

When a someone dies it can be a very difficult time for the grieving loved ones. These sections are intended to provide an outline of the process so that things don't seem quite so daunting.

What to do when



Appendix 2 - Register the Death

What does it mean?

Registering a death is the formal record of the death. Registration of death must occur within 5 days in England, Wales & Northern Ireland (8 days in Scotland). This is done with the Registrar of Births, Deaths and Marriages, situated at the local register office. It should take about 30 minutes.

Who can do it?

The following people can register a death which means they are able to collect the Death Certificate:

- A relative
- Someone who was with the person when they died
- Someone who lives at the address where the person died
- Someone who is arranging the funeral, but not the funeral director

Death Certificate

Once the death has been registered the Registrar will issue a death certificate. This is the official notification of death and is a copy of the entry in the official death register. You will need death certificates to manage the estate. Additional copies of the death certificate can be useful as you may need to give them to insurance companies, pension providers, banks and other financial institutions. There is no charge to register a death but you will have to pay for death certificates. Additional copies can be purchased (the cost varies across the UK) and we recommend obtaining additional death certificates. The process of dealing with the estate and finances can sometimes be quicker if you have more than one copy of the death certificate. Photocopies of a death certificate are not normally accepted by legal, financial or insurance companies.

You will also get a certificate of registration of death and some other documents (depending where you are in the UK).

What documents will you need to register a death?

You will need to provide as much information as possible to the Registrar. The medical certificate of cause of death provided by the hospital or GP is essential. Without this, you will not be able to register the death. The Registrar will also require following information:

- Their full name (passport/driving licence/birth certificate & marriage certificate)
- Their current address (driving licence/council tax bill/NHS medical card)
- Their date and place of birth (birth certificate/passport)
- Details of death where and when the person died (medical certificate)
- Their occupation, if applicable
- If they were receiving any benefits, including pensions or allowance from public funds
- The name, occupation and date of birth of their spouse or civil partner, if applicable

Appendix 3 - Arrange the Funeral

Check pages 7, 8 and 24 as they may contain information that can help and guide you in organising the funeral.

When someone dies unexpectedly a coroner may have to investigate the death. Their duty is to identify how, when and where the person died for official records, as well as for giving some level of understanding to friends and family of the deceased. If this is the case, the death must be reported by the doctor, hospital or registrar to the coroner (procurator fiscal in Scotland). This can delay funeral plans as a post-mortem or inquest will usually take place.

Appendix 4 - Tell the Government

The Registrar will also let you know if you can use the **Tell Us Once** service. This allows you to report a death to most government organisations in one go. If it is available they will give you a unique reference number to use online or by phone. After you register the death, you must use the service within 84 days.

To use this service you'll need the date of birth and National Insurance number of the person who died. Along with the details included on page 10.

Appendix 5 - Check benefits, pension and tax entitlement

Notification

The executors will need to notify financial institutions, insurers and private and occupational providers of the death. They will also need to ensure all benefits are stopped or transferred to the surviving spouse or civil partner (if applicable).

The executors will also need to ensure that all tax liabilities are paid (or refunds claimed).

Settling the other tax liabilities of an estate

When someone dies leaving a Will, executors will also have to take action in relation to income tax and capital gains tax. This is summarised briefly below.

Tax returns for income tax and capital gains tax

A self-assessment tax return (or a repayment claim) may need to be submitted for the final period from 6 April to the date of death plus any outstanding for earlier years. Penalties will normally be levied if a tax return is not filed by the due date.

HMRC will normally allow 30 days from the date of issue of the grant of probate before levying any penalties if this is later than the due date.

Liabilities and refunds for income tax and capital gains tax

Any tax liability is a liability of the estate and must be reported on an IHT return if one is required. A tax refund is an asset for IHT purposes. Under the self-assessment rules, the executors are responsible for reporting any income and capital gains during the administration period (from the date of death to the winding up of the estate) and ensuring that any tax due is paid within the normal deadlines. The executors have to complete the Trust and Estate Tax Return.

Capital gains tax

The executors have an annual exemption for the tax year of death and the following two years equal to an individual's annual exemption. Any chargeable gains in excess of the annual exemption are taxable. Chargeable gains could be made by the executors or the assets could be passed to the beneficiaries if this would result in a lower liability. Capital losses made by the deceased cannot be passed on to the executors, neither can capital losses made by the executors be passed on to the beneficiaries.

Appendix 6 - Dealing with the Estate

The need for probate

When a person dies someone has to deal with their affairs. If they left a valid Will normally they will name this person, who is known as an "executor". The executor must prove they are entitled to deal with the estate in accordance with the Will. To do this the executor must obtain a "grant of probate". If there is no Will the deceased has died intestate (without a will). In this case the individuals who look after their affairs are known as "administrators" and must obtain "letters of administration" to prove they are entitled to deal with the estate. The deceased's assets must be distributed under the rules of intestacy (which are not covered in this document).

The duties of executors

The executors have many legal responsibilities. They will be responsible for collecting all the assets of the estate and drawing up a list of property. They will be dealing with the paperwork and calculations as well as paying the debts, liabilities and taxes. They are also responsible for ensuring the various costs such as funeral expenses and administration costs are paid. They are responsible for dealing with the property that remains in the estate in accordance with the terms of the Will. They may have to pay legacies of money to nominated persons, transfer particular items of property to a beneficiary, pay out the estate to one or more specified beneficiaries, or hold the property in trust on the terms specified in the deceased's Will.

Forms IHT 400 and IHT 205

When applying for probate, the return of estate information form must also be completed. For most estates Form IHT 205 will be sufficient. This form asks for only brief details of the estate. In particular this applies in cases where the value of the estate is below the excepted estate limit (usually the same as the nil rate band) or the value is less than £1,000,000 and there is no inheritance tax (IHT) to pay because of spouse, civil partner or charity exemption only.

Otherwise a more formal account is required (Form IHT 400 and supplementary Schedule IHT 421). All the assets included in the estate for this purpose must be stated and these include certain assets which the deceased did not own outright at the time of death. This will include assets which pass under survivorship (owned as joint tenants) and not under the Will.

For IHT purposes, a person's estate includes everything owned in their sole name, their share of everything jointly owned (regardless of whether owned as joint tenants or tenants in common), the value of any trust assets from which they are entitled to income and the value of any gifts made during their lifetime but treated as gifts with reservation of benefit.

The IHT liability will be calculated in the usual way depending on the value of the estate and the identity of the intended beneficiaries. IHT is due 6 months after the end of the month in which death occurs. The applicant for probate can work out the tax liability themselves or they can ask HMRC Inheritance Tax to do it.

The transferable nil rate band and residence nil rate band

For deaths occurring on or after 9 October 2007, it is possible for the executors of the deceased person to make a claim for any unused portion of a former spouse's or civil partner's nil rate band irrespective of when that spouse or civil partner died. The amount of nil rate band available for transfer will be based on the proportion of unused nil rate band at the time of death of the first spouse / civil partner but at the rate applicable at the time of death of the survivor. A maximum 100% of the nil rate band will be available, although it can be accumulated on more than one occasion, for example if a person dies having survived more than one spouse or civil partner.

Payment of IHT

On death, the executors are liable to pay tax on the assets passing into their hands, while the liability for tax on trust property which becomes chargeable at death rests with the trustees.

For transfers on death, IHT is due six months after the end of the month in which death occurs. However, executors must pay the tax for which they are liable on delivery of their Account to HMRC (even if this is before the IHT due date). Payments of IHT by cheque should be made to "Section K, HMRC Inheritance Tax" in Nottingham for estates in England and Wales. Payment of IHT by electronic transfer can be made to the Bank of England. It takes at least three working days for the paperwork to reach HMRC Inheritance Tax from the Bank of England so if speed is essential a cheque should be used.

If the estate does not have liquid funds with which to pay any IHT to obtain the grant of probate then interest on a bank loan to pay this IHT is an allowable expense for the first twelve months.

Personal representatives are allowed access to the deceased's bank or building society before probate is granted, solely for the purpose of paying IHT. Funds are transferred direct to HMRC. This enables personal representatives to avoid the need to borrow thereby reducing the costs of administering the estate.

Where, as a result of the death of the donor within seven years, additional tax becomes payable on a lifetime transfer, or a potentially exempt transfer becomes liable to tax, the primary responsibility for paying the tax is that of the donee (i.e. the recipient). The executors are only liable if the tax remains unpaid twelve months after the end of the month in which the donor died, or to the extent that the tax payable exceeds the value of the gifted property held by the donee.

Valuation

HMRC has a Valuation Division which considers the valuation of property and unquoted shares. The executors have the responsibility for obtaining valuations for the purpose of completing the Account.

Gifts made during lifetime

HMRC Inheritance Tax relies on the honesty of people when they complete forms IHT 400 or IHT 205. If property is discovered that has not been declared HMRC may seek to impose penalties and interest. Details of gifts of capital and/or gifts from excess income can be recorded on pages 19 & 20.



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